



## Announcement & Position Description

**Job Title:** Site Coordinator  
**County:** Grundy  
**School:** Grundy County High School  
**Department:** Field  
**Reports To:** Program Manager  
**FSLA Status:** Non-Exempt

### ABOUT COMMUNITIES IN SCHOOLS

Communities In Schools (CIS) is a national nonprofit that brings resources, services, families, and volunteers into schools to create a community of caring adults who work hand-in-hand with educators to make sure young people have the tools they need to stay in school and achieve in life. CIS is the nation's largest and most effective organization dedicated to keeping kids in school and helping them succeed in life.

CIS of Tennessee, an affiliate of CIS, places site coordinators in public schools in Tennessee to address chronic absenteeism by providing school-wide interventions and case-managed services for individual students with high need. Site coordinators work with CIS of Tennessee leadership and school leadership to write a site plan that guides their work for the school year.

### BECOME PART OF OUR TEAM!

CIS of Tennessee is looking for highly motivated individuals to join our team in supporting students as a site coordinator for Grundy County High School in Grundy County. Site coordinators provide direct services to students implementing social work, counseling, youth development, and resource development practices to provide a community of support to empower students to achieve in school and in life. CIS of Tennessee hires top talent, so we can place and develop site coordinators who will develop meaningful and long-lasting relationships with students and their families, advocate for their needs, and develop programming that is the best fit for the community.

Site coordinators will report to a program manager.

Site coordinators will:

- **Engage a school support team that works closely with school administrators, staff and teachers in the implementation of the CIS model.** The team may include, volunteers, school staff or faculty and/or other community partners. This process will include the building and nurturing of school staff relations, relationships to school and community and the engagement of volunteers for the delivery of services.
- **Lead the annual needs assessment process.** This process will be based on data collected by school districts and schools as part of overall school improvement plans, surveys, and discussions with staff, parents and students, and evaluation results from the previous year.
- **Lead the development and implementation of the school support plan.** The plan will include measurable objectives, as well as procedures for delivering widely available services (Tier I), targeted services (Tier II), and intensive, individualized services (Tier III), monitoring and adjusting services, and evaluating and reporting effectiveness.
- **Lead and coordinate the delivery of evidence-based services based on best practice and risk factor research.** The three tiers of support will be provided to help address identified school-wide needs or to build and reinforce student assets. Targeted and individualized services will be coordinated and provided at the school for specific students who are identified as having the greatest risk of eventually dropping out of school.
- **Monitoring and adjust services.** The site coordinator will lead the CIS school support team in regularly monitoring and adjusting services as needed to maximize effectiveness and impact.
- **Manage data entry.** The site coordinator will use the CIS National database to enter data about the spectrum of services provided, including profiles for all case-managed students.



- **Evaluate the effectiveness of achieving school and student individualized goals.** The site coordinator will lead the CIS school support team in implementing a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- **Lead the School Support Team in annual reporting.** An annual end-of-year report will be provided to school and affiliate leadership. This report is instrumental in planning services for the following year, as well as contributing to affiliate level reports for partners, the state office (if appropriate) and the Communities In Schools national office.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by the executive director, program director or program manager as required.*

## **QUALIFICATIONS**

To be successful in this job, candidates must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The core competencies of site coordinators include, but are not limited to:

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a programming environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and show professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.
- Maintain updated data entry records.

## **EDUCATION and/or EXPERIENCE**

Bachelors in social work, counseling, youth development, education or a related field, with a preference for a masters in social work or counseling. Must have a valid driver's license and automobile insurance.

## **COMPENSATION AND BENEFITS**

Salary range for site coordinators is \$36,000 - \$48,000 depending on experience and education. Health insurance premiums are covered 100% for employees. CIS of Tennessee provides a 401(k) and offers up to a 2% match.

Site coordinators have approximately a four-week break in the summer. During the school year, they follow their school schedule and receive all holidays and days off that apply to teachers.

## **HOW TO APPLY**

Submit your application by visiting [www.cistn.org/careers](http://www.cistn.org/careers).

*A criminal background check is required for any candidates who are offered a position with CIS of Tennessee.*

*\*The rural expansion is a 3-year pilot program. Funds dependent upon legislative approval.*