



GROWING TOGETHER JOB DESCRIPTION

TITLE: Site Coordinator

DIVISION: EDUCATION

DATE: JULY 18, 2020

STATUS: SALARIED/EXEMPT

JOB SUMMARY:

Growing Together's Site Coordinator coordinates supports for students and families, as well as implements programs and activities based upon the specific needs of an assigned school. The Site Coordinator works with school administration, community partners and volunteers to bring needed supports into the school to help students succeed.

ESSENTIAL JOB FUNCTIONS:

Coordinate Site Programs and Activities

- Conduct school and student needs assessment annually
- Responsible for developing and implementing all aspects of the School Support Plan
- Facilitate, coordinate and evaluate identified Tier I (whole-school) programs and activities at the school
- Facilitate, coordinate and collaborate with outside agency programs offered at the school
- Communicate with GT and Director of Education Partnerships regarding School Support Plan, programs and activities
- Ensure that site programs and supports meet the needs of students, families and school
- Promote positive relationships between school site, administrative office and community partners
- Mandatory participation in agency special events and fundraising

Coordinate Supports for Students and Families

- Initiate and follow through on selection/referral process at the school
- Manage a caseload of approximately 65 case-managed students
- Complete home visit and intake on caseload referrals
- Prepare, implement, and monitor student/family support plans and case progress
- Facilitate and document student involvement in appropriate programs and supports
- Monitor, document and evaluate student supports and student progress
- Monitor and document parent involvement, including home visits
- Maintain student case files and Data Management Tools (CISDM2)

Coordinate CIS Team at the Project Site

- Educate, support, supervise, and evaluate all team members and volunteers under the direction of your projects or GT
- Promote cooperation between community partners, school staff, and community on projects

- Maintain communication with the GT and school staff

Coordinate Volunteers and Repositioned Staff

- Develop and implement a volunteer recruitment plan for school site
- Recruit, support, and retain a base of volunteers and repositioned staff at school site
- Facilitate and monitor the assignment of volunteers/repositioned staff to assist identified students

NON ESSENTIAL JOB FUNCTIONS:

Other Duties:

- Other duties as assigned and approved by supervisor and school principal

EDUCATION AND EXPERIENCE:

Experience in working with school and/or at-risk students, program implementation and administration, volunteer training, case management and proven leadership skills. Ability to establish and maintain working relationships with school administrators, personnel, students, parents and the public. Excellent communication skills both verbal and written.

1. At least one to three years’ experience in working with at risk youth/families and program implementation experience.
2. Ability to think, process information, and act quickly.
3. Ability to work independently while managing multiple priorities yet is an effective team member.

Bachelor’s Degree in social work, education, public administration, or related field. Master's Degree preferred.

PHYSICAL REQUIREMENTS:

Work Environment	Office/School/Community
Lifting Requirement	25 pounds
Travel Requirements	Occasional travel, including training, home visits and field trips, etc.
	Valid driver’s license
	Transportation
	Auto insurance
	Pass various background checks

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER POSITION INFORMATION:

Budgetary Responsibility:

Direct Budget	No
Indirect Budget	Yes

Major System (MIS) or Process Responsibility:

- CISDM2 – Communities In Schools Data Management System

Mandated Reporter:

As a Site Coordinator with Growing Together, you are a mandated reporter of child abuse and neglect as outlined in the employee handbook. Failure to properly report to the appropriate child welfare authority and your supervisor can result in disciplinary actions up to and including termination.

The duties and responsibilities of this position are subject to change without prior notice.
