



## GROWING TOGETHER JOB DESCRIPTION

<b>TITLE:</b> CIS Site Coordinator	<b>DIVISION:</b> EDUCATION/ CIS
<b>DATE:</b> FEBRUARY 2023	<b>STATUS:</b> SALARIED/NON-EXEMPT

### **JOB SUMMARY:**

Growing Together's Site Coordinator works within a local school to implement the Communities In Schools program. The 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. Growing Together has many target schools with a large percentage of spanish-speaking families and students.

### **MISSION/METHOD**

Growing Together's Mission is to *eliminate inequalities that stand in the way for vulnerable families to succeed*. We do this by working alongside community members in Tulsa to create the conditions that we all want for our own kids: great schools; quality, affordable housing; safe and amenity-rich public spaces, and we invest in the economic development and vibrancy of the community.

The CIS Site Coordinator helps to advance this mission by ensuring that our students, families, and schools have the right resources they need to succeed.

### **CORE VALUES**

The CIS Site Coordinator will embody, promote and operate in line with Growing Together's core values:

1. Developing strong, trusting relationships (both internal and external)
2. Empowering people
3. Being proximate to those we serve

### **ESSENTIAL JOB FUNCTIONS:**

#### **Coordinate Site Programs and Activities**

- Conduct school and student needs assessments 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 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 track student progress data

### **Coordinate CIS Team at the Project Site**

- Promote cooperation between community partners, school staff, and community on projects
- Maintain communication with the GT and school staff
- Maintain awareness of and relationships with various partners and agencies to ensure students/families needs are met through existing community resources
- Develop new partnerships and relationships to expand services to students and school when appropriate

### **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 that align with the mission and principles of the Organization and role that are 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.
- Bilingual and/or Bi-literate in Spanish and English preferred, not required
- At least one to three years' experience in working with at risk youth/families and program implementation experience.
- Ability to manage student and program-level data and make data-informed decisions
- Ability to communicate clearly and with empathy

- 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.
- Current or former resident of a Growing Together target neighborhood preferred

**PHYSICAL / PERSONAL 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

**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**

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