

**COMMUNITIES IN SCHOOLS OF BAYTOWN (CIS Baytown)**  
**SITE COORDINATOR JOB DESCRIPTION**  
**REPORTS TO: Program Director or Program Coordinator**  
**EMPLOYMENT STATUS: Full Time/Exempt**



Site Coordinators are responsible for working closely with school administrators, staff, and teachers to implement the CIS Baytown model of success for at-risk students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Student Services.** Case manage up to 100 students each school year. Ability to assess student needs and collaborate with school staff to make appropriate linkages to academic, physical, social and other services for students and their families. Create individualized student and family plans, outlining specific needs and courses of action for on-site or referral services. Provide oversight of all service delivery, ensuring that students receive the services outlined in the assessment plan. Track activities and ensure accountability for the resources invested at the site. Serve as advocate and role model for students.

**Relationship to School and Community.** Work collaboratively with campus staff to maintain a positive CIS Baytown image. Provide orientation of the CIS Baytown program. Actively market the CIS Baytown program on campus. Regularly interface with staff, teachers, counselors, social workers and resource agencies involved in collaborative services. Provide monthly feedback to school principal. Ensure effective communication on all CIS Baytown sponsored activities to parents and faculty. Regularly participate in school-side activities and major events.

**Data Collection/Evaluation.** Assess student and campuses needs. Gather, enter and analyze collected data for individual, group and school-wide programmatic evaluation. Develop activities and services to meet the needs of campuses and students. Ensure that weekly, monthly and annual reporting are current and accurate, and that students' profile folders are complete and submitted on time. Provide requested data at specified times to Program Director. Attend monthly trainings on program development and data collection/evaluation.

**Volunteers.** As volunteers are recruited for the campus to mentor, tutor or facilitate small groups, appropriately connect them with students and monitor activities. Provide overall scheduling and coordination of volunteer/student relations.

Other related duties as assigned by Program Director and/or Program Coordinator.

**QUALIFICATIONS:**

**Education and Experience:**

- Bachelors' Degree in a Social Work, Counseling, or related field.
- Demonstrated case management experience with school-age children in school or urban setting.
- Strong working knowledge in Word and basic practice in Excel and Internet.
- Licensure in mental health field, a plus.

**Core Competencies:**

- Sincere dedication to academic achievement and dropout prevention
- Understanding of CIS programmatic model, with a commitment towards its mission.
- Desire and ability to enhance the lives of culturally diverse, at-risk students.
- Excellent verbal and written communication skills.
- Self-directed with strong interpersonal and relationship-building skills.
- Ability and practice of modeling the behavior expected of the students and colleagues with integrity and high ethical standards.
- Ability to maintain composure during crisis.
- Must have a valid driver's license and be able to pass a criminal background check.

**WORKING CONDITIONS:**

This is a full-time (40 hours per week), salaried position. Most duties will be performed in a relaxed office environment. Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Some weekend work and local travel may be required.

***Note:** All duties and responsibilities listed may or may not be considered essential job functions and requirements. Marginal functions of the position (those that are incidental to the performance of fundamental job duties) have not been included. However, the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*This job description does not constitute an employment agreement between the employer and the employee and is subject to be changed by the employer as the needs of the business and requirements of the job change.*

*Communities In Schools of Baytown is committed to equal opportunity and nondiscrimination in all programs and services, and does not discriminate on the basis of race/ethnicity, color, religion and/or sex (including marital status and/or sexual orientation) national origin, ancestry, age, disability, or veteran status.*