



Site Coordinator

Communities In Schools of Metropolitan Detroit is seeking a full-time Site Coordinator who will be assigned to Dearborn Public Schools beginning immediately. Applicants who live in the Dearborn Community are encouraged to apply.

Who is Communities In Schools...

Communities In Schools surrounds students with a community of support, empowering them to stay in school and achieve in life. Nationwide, Communities In Schools partners with more than 2,200 public schools, assisting 1.3 million students and their families. Currently, nearly 200 local affiliates operate in 26 states and the District of Columbia. CIS of Metropolitan Detroit currently serves more than 10,000 students in 20 schools.

The work of CIS is guided by the Five Basic Principles that every child needs and deserves:

- a personal one-on-one relationship with a caring adult;
- a safe place to learn and grow;
- a marketable skill to use upon graduation;
- a healthy start and a healthy future; and
- a chance to give back to peers and community.

Who is Dearborn Public Schools...

The Dearborn Public Schools is a school district that includes the entire city of Dearborn, Michigan and a small portion of Dearborn Heights, both in Greater Detroit. Dearborn Public Schools is the fourth largest school district in Michigan, serving 18,300 students. This school district is part of a growing, vibrant area built upon quality education and outstanding city services.

Position: Site Coordinator

Reports To: CIS Program Director

FLSA Status: Exempt

Job Summary:

CIS site coordinators provide widely accessible prevention services and resources that are available to the entire school population while providing coordinated, targeted and sustained intervention services and resources (case management) for the highest need subset of students who are most at risk of dropping out of school.

DUTIES AND RESPONSIBILITIES

Build and Maintain Effective Relationships

- Develop good working relationships with school staff, parents, volunteers and community partners
- Provide orientation and training for school staff, volunteers and community partners as needs are identified
- Complete and implement an Annual Site Operations plan with the school site team – appropriate school staff, major partners and service providers

- Communicate with school Principal or designee on a regular basis to seek input and report on program progress
- Partner with all school staff that focus on student support services

Coordinate Needed Services for Students and Families

- Assist in seeking resources for the school community and connecting resources to meet identified needs
- Coordinate with CIS and school staff to identify the social service, educational, vocational and cultural needs of students and families
- Design, implement, and coordinate an array of programs, services and resources that will benefit students at risk as well as the entire student population (Level I & Level II Service Delivery Model)
- Provide and document short-term, crisis intervention service on an as needed basis

Provide Case Management Services

- Provide case management to students with multiple identified needs/risk factors (Level II Services)
- Conduct home visits as needed to build one-on-one relationships with students and families
- Check attendance and contact parents of absent students
- Provide appropriate referrals to outside agencies for students and families
- Maintain a case file on each student case managed (Individual Student Plan/ISP)

Collect, Report and Analyze Data

- Collect data, compile and complete required reports utilizing the approved data management system
- Utilize available data to adjust Annual Site Operations Plan as appropriate
- Retain records for all services and activities provided and enter into the CIS data management system

Other

- Attend meetings, trainings, events and other activities as requested by supervisor and school principal
- Carry out other duties as determined by the immediate supervisor, CEO and/or Board of Directors for the successful operation of the program

SUPERVISION AND ACCOUNTABILITY:

Supervision is the shared responsibility of the Communities In Schools Site Manager and the School Principal. The Site Coordinator will have reporting responsibilities to CIS and the school.

QUALIFICATIONS:

- Bachelor's degree in social work, social sciences, education, or a related field. Master's degree preferred
- Three or more years of experience in working with schools and/or families and children
- Basic computer skills in word processing, spreadsheet, and presentation software
- Excellent written and verbal communication skills
- Excellent interpersonal skills
- Strong management and organizational skills
- Familiarity with education, health and human services, juvenile justice, and other family support services
- Able to work independently, meet deadlines, have the ability to multi-task, possess innovative and creative problem-solving abilities, be resourceful and function as an effective team member
- Valid driver's license and proof of vehicle liability insurance

WORK ENVIRONMENT: The physical demands 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