



Position: Site Coordinator

Reports To: Communities In Schools (CIS) Program Director/School Principal

FLSA Status: Non-Exempt

Competitive Compensation Package

CIS of Metropolitan Detroit is seeking a full-time Site Coordinator who will be assigned to Dearborn Public Schools beginning ASAP. Applicants who live in the Dearborn Community are encouraged to apply. Required for this specific assignment applicants must speak and write fluent Arabic.

Who is Communities In Schools...

Founded on the national level more than 30 years ago, Communities In Schools is the nation's largest dropout prevention organization, and the only organization proven to increase graduation rates and decrease dropout rates. Serving students and families in Metro Detroit since 1995, CIS of Metropolitan Detroit surrounds students with a community of support, empowering them to stay in school and achieve in life. CIS of Metro Detroit currently serves more than 10,000 students and their families.

Who is Dearborn Public Schools...

Dearborn Public Schools is an award winning District that provides an exceptional learning environment that empowers every student to succeed in life today and in the future. The Dearborn Public Schools District 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. The District is part of a growing, vibrant area built upon quality education and outstanding city services.

Job Summary:

CIS site coordinators are responsible for implementing the CIS evidence-based model: 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.

KEY 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 Support 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 (bi-weekly);
- Partner with all school staff that focus on student support services.

KEY RESPONSIBILITIES

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 (Tier I and Tier II of 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 (Tier III 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 Support 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 District;
- 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 CIS and the School Principal. The Site Coordinator will have reporting responsibilities to CIS and the school.

QUALIFICATIONS:

- BA degree in social work, social sciences, education, or 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 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.

METHOD OF APPLICATION: Applicants should email the following to tiffanysparks@cisdetroit.org:

- Cover Letter
- Accurate resume including education background and work experience
- Copy of unofficial (or official) transcripts
- Copy of any certifications

Note: A criminal background check, drug testing and child abuse clearance is required.