

**General Duties:** *This position entails responsibility for assistance in planning and managing of Communities In Schools operations in the implementation of the CIS school programming of integrated student supports.*

**Reports to:** Program Director

**Capacity Building (human resources, professional development, communications, marketing)**

- Participate in and document on-going professional development trainings/activities during fiscal year. Documentation to be put in personnel file.
- Engage with 'Board Champions' to promote needs/development of the school-based CIS component
- Complete monthly program report by the 5<sup>th</sup> of each month
- Include quote or short story showing impact of program services in monthly program report and connect with staff coordinating social media campaigns with stories highlighting school programs
- Participate and represent CIS Chatham in community outreach/events throughout the year; may include street fairs, speaking engagements, presentations, attendance at community meetings/events, as well as, fundraising activities
- Keep staff/board champion apprised of School Based Program related events and activities

**Sustainability (funding strategies, financial management, partnership engagement)**

- Obtain resources and services for students and families that align with their Student Support Plan or School Support Plan.
- Maintain involvement with other agencies/groups/initiatives/partners that provide benefit to CISCC youth.
- Maintain and expand community partnerships relationships with the goal of serving, leveraging and/or brokering services for youth during fiscal year. Examples of partnerships include: faith based, community, civic organizations, non-profit, business and universities.
- Assist with coordinating school supplies, food, and other basic needs for students and families
- Ensure all individuals working with students on behalf of CIS have undergone the appropriate criminal background checks in accordance with CIS of Chatham County and Chatham County School policies

**Impact: school and student supports (site designations and evidence-based programming), community based programming, data collection and evaluation**

- Assist in leading a site team that works closely with school administrators, staff and teachers in the implementation of the Communities In Schools model. The site team may include other Communities In Schools employees, volunteers, schools staff or faculty and/or other community partners. This process will include the building and nurturing of school staff relations, relationships to school and community and the engagement of volunteers for the delivery of services.
- Assist school program staff with the annual School Needs Assessment process. This process will be based on such sources of data as data collected by school districts and schools as part of overall school improvement initiatives, surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- Assist with the development and implementation of the School Support Plans. The plan will include measurable objectives, as well as procedures for delivering school-wide services, targeted and sustained services, monitoring and adjusting services, and evaluating and reporting effectiveness.
- Assist and coordinate the delivery of evidence-based services based on best practice and risk factor research. Widely accessible school wide services will be provided to help address identified school-wide needs or to build

and reinforce student assets. Targeted and sustained services will be coordinated and provided at the school site for specific students who are identified as having the greatest risk of eventually dropping out of school.

- Assist the CIS school programs in regularly monitoring and adjusting services as needed to maximize effectiveness and impact on school outcomes.
- Assist the CIS school programs team in implementing a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- Provide timely, consistent communication to school leadership regarding issues when delivering supports.
- Assist school program staff with CISDM (data management) to measure progress on agreed-upon student outcomes both quarterly and annually.
- Secure approved parent/guardian consent forms for all students that will receive targeted and individualized support, in accordance with all relevant privacy laws.
- Follow all Standards and Indicators for CIS Student Supports and TQS
- Data collection follows all Standards and Indicators: Quarterly Reports to be sent to Principal and Executive Director

Other:

- Participate in weekly staff meetings
- Assist in general office duties: answering phones, greeting visitors, general office cleaning, watering plants
- Keep personal office cleaned on a weekly basis
  - placing paper in organized piles
  - floor clear, vacuumed
  - Participant files organized, stored in locked filing cabinet
  - trash emptied

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by Executive Director.*