

JOB POSTING

Student Support Specialist at Virginia Cross Elementary

About Communities In Schools of Chatham County: Communities In Schools of Chatham County (CISCC) is dedicated to empowering students to stay in school and achieve in life. We collaborate with educators, families, and community partners to remove barriers that hinder success and promote educational equity.

Position Overview: Communities In Schools of Chatham County (CISCC) seeks a dedicated Student Support Specialist for program implementation at Virginia Cross Elementary. This role is crucial in providing integrated student support services and fostering community partnerships to enhance student success.

General Duties: The Student Support Specialist will lead the planning, management, and coordination of CISCC operations at Virginia Cross Elementary, working closely with school administrators, teachers, and community partners. Responsibilities include coordinating program activities, engaging in community outreach, managing partnerships, and ensuring compliance with all CISCC policies and procedures.

Reports to: CISCC Program Director

Key Responsibilities:

- Represent CIS Chatham in community events and support fundraising activities.
- Keep stakeholders informed of school-based program events and initiatives.
- Source resources and services aligned with student and school support plans.
- Maintain and expand partnerships with agencies, organizations, and businesses.
- Coordinate essential supplies and services for students and families.
- Build and lead a site team to implement the CIS model effectively.
- Conduct annual School Needs Assessments and develop School Support Plans.
- Lead evidence-based service delivery to address school-wide and targeted needs.
- Monitor and adjust services to maximize effectiveness and student outcomes.
- Implement systematic data collection to evaluate program impact.
- Communicate consistently with school leadership on support delivery.
- Utilize data management system to measure progress on agreed-upon outcomes.

Qualifications:

- Bachelor's degree in social work, education, or related field **OR** 3-4 years of related experience.
- Experience in program management, preferably in educational or social services settings.
- Strong communication and interpersonal skills. ***Spanish fluency preferred.***
- Ability to build and maintain effective partnerships.
- Familiarity with data collection and evaluation techniques.
- Commitment to serving youth and families in the community.

Hours and Salary Range: This position will be **full time (40) hours per week with benefits**. The pay scale for the position is dependent upon qualifications. **Range \$20-\$22/hr.**

Application Process: Interested candidates should apply (including cover letter and resume) online at cischatham.org/careers

Application Deadline: Friday, July 4, 2025 by 5:00PM

Communities In Schools of Chatham County is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply. Join us in making a positive impact on the lives of youth in Chatham County through community service and restitution programs!