



Communities In Schools SITE COORDINATOR Job Description

Location: Santa Fe, NM

Reports to: Program Director

Department: Program

Classification: Exempt, full time

ORGANIZATION SUMMARY

Communities In Schools of New Mexico is a community school strategy whose work aligns with the Four Pillars of a Community School designed to support the whole student, whole school and whole family. Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life. The heart of Communities In Schools' work is the development of trusting, long-term relationships with students, families, parents, school staff, and community partners and stakeholders, leading to a strong, comprehensive community and school vision for supporting vulnerable children on the path to success.

Our organization's primary goal is to mitigate obstacles that impede a child's social-emotional development and readiness to learn, in order to promote academic success, high school graduation, a pathway to college/career and opportunities to lead a productive and fulfilling life.

Communities In Schools expects staff members to follow the schedule and expectations of the school district and adhere to all safety protocols and requirements, at all times.

JOB SUMMARY

The Site Coordinator works in close collaboration with a school-based team and community stakeholders to address the school-wide and individual student needs in the areas of attendance, academics, basic needs, parent engagement, behavior, and social-emotional learning and well-being.

The Site Coordinator implements the Communities In Schools model designed to connect the school, students and families with the right supports and resources.

SCOPE OF WORK

The Site Coordinator will:

- Lead the annual Communities In Schools Needs Assessment process in collaboration with the school's Site Based Leadership Team. The Site Coordinator uses data, surveys and interviews to identify assets, challenges and needs of the school and its students in partnership with stakeholders.
- Develop a School Support Plan/Scope of Work with the Site Based Leadership Team that aligns with each of the six Communities In Schools key indicators and the Four Community School Pillars.
- Implement Communities In Schools' model designed to deliver the right degree of support where needed.
- Identify and broker services in the community and bring them into the school where they can be easily accessed by the students and families.

- Develop relationships with partner organizations and act as a liaison between them and the school.
- Participate in the School Wellness Team to identify needs of students and work as a team to identify appropriate supports.
- Maintain a caseload of students to assess individual needs and assets, create individualized plans and coordinate service delivery.
- Manage, collect and enter information into the CIS database “CISDM” and complete all monthly and quarterly reporting in a timely manner to school and affiliate leadership.
- Navigate students and parents with high needs through Unite Us, a person-centered care coordination platform and a hands-on community engagement database for the Santa Fe city and county CONNECT network.
- Other duties as assigned by the executive director, supervisor and school principal within the scope of work.

MINIMUM QUALIFICATIONS

- Minimum, bachelor's degree; Preferred, bachelor's or master's degree in social work or related field
- Bilingual Spanish/English Required
- Experience working with children in an educational or youth development setting
- Demonstrable experience working with relevant school-age students is required

MINIMUM COMPETENCIES

- Demonstrable commitment to social justice and equity
- Demonstrable commitment to quality education and youth development
- Demonstrable ability to take initiative and be tenacious in problem-solving
- Strong organizational skills and ability to multitask
- Strong and patient communication skills and collaborative spirit
- Experience using Google Suite, Microsoft Suite and knowledge and ease working with Excel
- Database system experience required and willingness to learn the CIS data management system for data tracking required

PHYSICAL REQUIREMENTS

- Work Environment: Office/School/Community; Lifting Requirement: 25 pounds
- Travel Requirements: Minimum travel, including training, home visits and field trips, etc
 - Reliable transportation
 - Valid driver's license and auto insurance
 - Pass background checks

The physical requirements 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.

Communities In Schools is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin,

gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability or any other basis protected by applicable law.

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 the Executive Director or Field Operations Director as required.

Job Type: Full-time

Pay: \$43,000.00 - \$58,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

COVID-19 considerations:

We encourage staff to be fully vaccinated, including boosters.

Education:

- Bachelor's (Required)

Work Location: In person