

Site Coordinator (“Student Support Specialist”) Job Description

Location: Santa Fe, New Mexico
Department: Program
Reports To: Program Director
Classification: Full time, exempt, August through May

ORGANIZATION SUMMARY

It is the mission of Communities In Schools of New Mexico (CIS) to surround students with a community of support, empowering them to stay in school and succeed in life. The heart of our work is the building of trusting, long-term relationships between site coordinators, students, families, school staff, and service providers, thereby creating a network of awareness and support around vulnerable children. Our goal is to do whatever it takes, in and out of the classroom, to mitigate poverty-related 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. We are a state affiliate of Communities In Schools, the country’s #1 dropout prevention organization. More information at www.cisnm.org.

JOB SUMMARY

Working in partnership with the school principal, leadership team, and wellness team, CIS Site Coordinators (also called “Student Support Specialists”) provide integrated services that address unique school-wide issues and individual student needs in the areas of attendance, academics, basic needs, parent engagement, behavior, and social-emotional learning. Site Coordinators also case manage 30-50 students throughout the year, providing critical resources such as food, clothing, access to social-emotional learning groups, tutoring, and referrals to outside providers. At the heart of a Site Coordinator’s work is the forging of caring and lasting relationships with students and their families, who often face overwhelming poverty or trauma-related challenges in their lives that are impacting their ability to succeed in school.

MINIMUM QUALIFICATIONS

Bachelor's degree and/or demonstrated relevant equivalent experience in social work or related field.
Bilingual Spanish/English - All CIS of New Mexico Site Coordinators need to be able to discuss complicated educational and social service topics with the many monolingual Spanish-speaking students and parents we serve.
Experience working with children and/or youth in an educational setting.
We are currently hiring for Site Coordinators to be placed in middle and elementary schools, so demonstrable experience working with one or more of these age groups 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 multi-task.
Strong and patient communication skills and collaborative spirit.
Willingness to learn database system and use frequently for data tracking.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Fully integrate into your school and build strong relationships with school staff in order to collaborate effectively with school leadership, staff and teachers in implementing the CIS model.
- Lead the annual CIS School Needs Assessment process, using data, surveys, and interviews to identify the unique assets, challenges, and needs of the school and its student community.
- Lead the development of the School Support Plan, mapping out the blend of supports that CIS will coordinate in the school that year in order to address the needs revealed in the Needs Assessment.
- Lead the delivery of programs and supports throughout the school year. Rather than duplicate services, CIS site coordinators find quality services in the community and bring them into the schools where they can be most easily accessed by the students and families who need them most. CIS site coordinators build relationships with partner organizations and act as a bridge between them and the school. CIS site coordinators occasionally facilitate and run programs if there is no community organization currently meeting a specific need.
- Coordinate and provide targeted and individualized services for specific students who are identified as having the greatest risk of eventually dropping out of school based on early warning indicators such as low attendance rates, behavior issues, lack of access to basic needs such as food and shelter, or poor academic performance.
- Manage a caseload of approximately 30-50 students each school year, including preparing a Student Needs Assessment and Student Support Plan for each case managed student. Identify a specific, achievable goal for the student to work toward and provide tailored resources and opportunities for improvement. Collaborate with the school wellness team and teachers regarding the student's success.
- 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, contributing to affiliate-level reports for partners, funders and the Communities In Schools national office.

NONESSENTIAL JOB FUNCTIONS

- Other duties as assigned by Executive Director, Program Director and school Principal within the scope of work.

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 SFPS background checks

The physical requirements described here are a 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.

SALARY & BENEFITS

Salary based on school year work weeks and dependent on education and experience.

Medical, dental and vision insurance with a generous employer contribution.

Follows school holiday and break schedule, plus 3 personal days and 7 sick days annually.

HOW TO APPLY

Submit cover letter, resume and 3 references to Katy Medley, Program Director, at kmedley@cisnm.org. References must be former or current supervisors. No phone calls, please.

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.