



COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION DESCRIPTION

Position Title: Site Coordinator

Reports To: Director of Elementary Sites

Supervisory Position: Youth Development Workers, Volunteers, AmeriCorps Vista Members, Interns; Functional Guidance and Training for Partners at Site

POSITION SUMMARY

The Site Coordinator (SC) is responsible for implementing the Communities In Schools Integrated Student Services (ISS) model within the designated school building, including the 21st CCLC After School Program and assures that community resources that are recruited for the building are connected to the students who need them to improve their academic achievement, school attendance, and behavior. This position helps to assess school-wide needs and individual student needs based on input from teachers, other building staff, and parents. The SC collaborates with other CIS staff and school staff to develop and implement the annual Site Operations Plan (SOP), which identifies potential Level I (school-wide) and Level II (individual student) services. The SC is responsible for coordination of resources including their ongoing monitoring and adjusting. The SC is the internal bridge builder within the school, making connections between students and resources, parents and resources, teachers and providers, etc. The SC engages parents to assure that students are able to receive maximum support for success.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Minimum of a Bachelor's degree or equivalent education and experience in fields such as Social Work, Human Services, Child Development, Child Guidance/Counseling, Child Psychology, Family Studies, Education, Youth Development or related area plus experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Master's degree helpful. Supervisory and/or management experience highly desirable.
- Must possess the necessary education, experience or acceptable combination of the two to meet the School-Age Program Director qualifications as defined in by the Licensing Rules for Child Care Centers of the State of Michigan Department of Human Services Office of Children and Adult Licensing (R 400.5302).
- High degree of organizational ability and the ability to work independently with limited supervision. A demonstrated capacity to manage many projects and activities simultaneously.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

TO APPLY: Submit a letter of interest and current resume to:

**Communities in Schools of Kalamazoo
125 West Exchange Place
Kalamazoo, MI 49007
dkievit@ciskalamazoo.org**

Deadline: Open Until Filled

9/24/2012