

**Communities In Schools  
of the South Plains, Inc.  
Job Description**



**TITLE:** Site Coordinator  
**STATUS:** Full time; Exempt  
**REPORTS TO:** Program Director

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**SUMMARY:**

This position will be responsible for the day-to day operations of the program at the school site. The Site Coordinator works closely with the principal, faculty, students, parents, community members, and other concerned individuals to ensure that identified Communities In Schools Of the South Plains, Inc. programs are provided.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING  
*OTHER DUTIES MAY BE ASSIGNED.***

- Coordinates services for before and after-school programs
- Interviews students and/or parents and/or guardian with problems such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments to determine nature and degree of problem.
- Secures information such as medical, psychological, and social factors contributing to student's situation, and evaluates these and student's capacities.
- Counsels student individually, in family, or in other small groups regarding plans for meeting needs, and aids student to mobilize inner capacities and environmental resources to improve social functioning.
- Helps student to modify attitudes and patterns of behavior by increasing understanding of self, personal issues
- Maintains working knowledge of community resources and agencies and engages the appropriate resources to individual students' and families' needs
- Refers student and/or parent and/or guardian to community resources and other organizations.
- Compiles records and prepares reports, meeting required deadlines in a timely manner.
- Reviews service plan and performs follow-up to determine quantity and quality of service provided student and status of student's case.
- Accesses and records student and community resource information.
- Secures supplementary information such as employment, medical records, or school reports.
- Actively involve volunteers in their areas of interest and expertise.
- Work closely with principal(s) to effectively structure programs, meeting the needs of the individual campus setting. When required, determines student's eligibility for financial assistance.
- Effectively meeting the objective of the CIS program through individual mentoring and/or counseling and/or organized group sessions incorporation one or more of the six components as set forth by CIS.

- Organizing and maintaining student case files in compliance with the Master File Checklist as outlined by CIS.
- Plan, organize, and implement program design to effectively meet the needs of the students.
- Relate, motivate, encourage students, parents/guardian and/or administrators, faculty, staff.
- Have knowledge of resources in South Plains and ESC Region 17 area.
- Must be able to interact consistently in a positive manner with a diverse group of individuals of the school, city, and state entities as well as branch subsidiaries and the state and national office of CIS.
- Compile and submit reports and information in a timely manner.
- Exhibit excellent work attitude, strong work ethic, and self-motivation.
- Be responsible for program planning and implementation of objectives.
- Facilitate, develop, and/or conduct workshops as deemed necessary by the Executive Director.
- Encourage and motivate parents to become actively involved along with their children in school activities.
- Work with students and parents to implement recreational and extracurricular activities in order to enhance self-esteem and reinforce developmental skills.
- Work with parents, students, and staff in CIS fund-raising activities and provide a financial report following each activity.

### **SUPERVISION**

The Site Coordinator is supervised by the corresponding Communities In Schools Of the South Plains, Inc., Program Coordinator or Program Director. (*See organizational chart*)

### **EDUCATION**

Bachelor's Degree required in Social Work, Psychology, Sociology, Education, or a related field.

### **EXPERIENCE**

A minimum of three years experience in work setting. Must be able to work with students and parents of low and medium incomes and interface with various members of school and community.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common and/or technical documents. Ability to respond to common inquiries or complaints from the campus site or community or

Austin. Ability to effectively present information to faculty, staff, administrators, community, and/or board of directors.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in any form and deal with several abstract and concrete variables.

### **TECHNICAL SKILLS**

While performing the duties of Site Coordinator, a minimum of two years computer experience in Microsoft Word, and Excel, or other comparable programs will be required. To perform this job successfully, an individual must be able to effectively utilize a software program used for data entry, after reasonable training has been conducted. The Site Coordinator is required to do data entry into the software program, maintaining detailed student activities for state-wide reporting purposes.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Each campus site and office accommodations will vary from campus to campus.

### **TRAVEL**

To perform this job successfully, an individual must possess a valid Texas Driver's license, be insurable with a good driving record. An individual will be required to operate their personal motor vehicle to make home visits; attend meetings; attend conferences; attend workshops; attend training sessions. The individual will be required to travel to Austin or a location designated in the South Plains area and/or in Texas, for training purposes. Attend scheduled staff meetings in which pertinent information is disseminated.

### **OTHER SKILLS AND ABILITIES**

- Oral and written communication skills.
- Be well groomed.
- Present professional appearance.
- Exhibit excellent work attitude and inter-personal skills.
- Work in team environment by partnering with other Campus Coordinators.
- Have the ability to function in a diverse job situation.

### **Equipment Used To Perform Job**

Daily:

Occasionally:

Telephone  
Fax Machine  
Copy Machine  
Computer  
Typewriter

Ten key/calculator

**Physical Requirements:**

In order to perform the job, a person must have the ability to do the following physical actions:

1. Frequently sit (approximately 25% to 80% of the time)
2. Frequently stand (approximately 10% to 60% of the time)
3. Frequently walk (Approximately 10% to 40% of the time), generally from 5-30 feet within the office
4. Frequently lift and carry an average of 5 to 20 pounds and occasionally as much as 40 to 70 pounds or more. Items to be lifted or carried might include, but are not limited to, boxes or files, copy paper, supplies, materials, donations, etc. Most items will be carried by hand. Most items must be lifted to knee or waist level, some items lifted to chest level and only a few items overhead.
5. Frequently push and pull objects in order to open and close file drawers, occasionally move items around the office such as a box of copy paper or computer paper, occasionally a small piece of furniture, the office chair, the vacuum cleaner, etc.
6. Occasionally bend and kneel to file, retrieve items, etc.
7. Occasionally flex upper trunk forward at the waist and partially flex knees, sometimes twisting or rotating upper trunk to right or left while sitting or standing.
8. Occasionally place arms above, at, and below shoulder height to reach.
9. Occasionally climb stairs or inclined surfaces.
10. Ability to get to and from work; ability to move from one work location to another work location during the day if necessary. Possession of a valid Driver's License for client transportation purposes or to run necessary errands. Must furnish current proof of insurance.
11. Ability to wear and respond to a pager when necessary.

12. Must be able to work a flexible schedule. This position may require some work on evenings and weekends.

### **Environmental Conditions**

1. Occasionally requires going outside during hot or cold temperatures or during wet conditions in order to work with clients, or prepare for special events.
2. Occasionally requires going outside during evening and night hours.
3. Works alone at times, but usually works with others.
4. May have somewhat cramped work quarters depending on availability of office space.

### **Appearance**

1. Neat
2. Professional
3. Must reflect as a proper representation of CIS

### **Adherence to the Philosophy of Communities In Schools Of the South Plains, Inc.**

1. Employee must demonstrate knowledge of and performance in accordance with the philosophy of compassion, caring and respect for the welfare and dignity of others.
2. Must display a non-judgmental acceptance of all students/parents/volunteers/staff/co-workers.
3. Establish and maintain good rapport in working relationships.
4. Display appropriate and consistently positive attitude.
5. Remain composed during stressful situations.

The above job description reflects the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. Additional duties may be added or assigned from time to time.

**Employee Acknowledgment**

I hereby acknowledge receipt of a copy of this job description. I meet the requirements for this position and believe I have the ability to perform the duties as stated.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature