
JOB TITLE: Program Coordinator
REPORTS TO Program Manager

Job Summary:

The program coordinator is responsible for quality implementation of assigned site programs. The coordinator works closely with the school’s principal, National CIS Scaling Grant project manager, and the program director to ensure that the CIS program components are implemented with fidelity, and goals accomplished.

Minimum Qualifications

- Bachelor’s degree in education, Management or Social Service fields
- Experience in program development (CIS master training will be required)
- Experience in program implementation.
- Supervisory and management experience
- Strong interpersonal and communication skills and a desire to work and advocate for the students of Galveston County

Essential Functions of Position

- Provide on-site support and supervision to CISGC site coordinators, including programming and data support.
- Develop rapport with other agency staff so that cooperation and communication are achieved in delivering services to students.
- Supervise individual team members toward completing tasks and achieving objectives within specifically assigned areas.
- Plan, implement, and participate in the evaluation of the operations at the school site.
- Provide monthly campus visit reports (and plan of actions, if needed) of assigned campuses to program director.
- Assist in the development of a program evaluation model for CISGC.
- Coordinate necessary correspondence for staff to be approved by the program director.
- Plan and coordinate staff training in conjunction with the program director and National CIS Scaling Grant project manager.
- Participate in personal and professional development of staff.
- Provide on-going feedback to the program director and others as required.
- Provide monthly site coordinator activity reports of assigned campuses to the program director focusing on CIS model implementation.
- Provide CIS-NAV data to CISGC program office for report compilation.
- Attend scheduled meetings with the program director.
- Assist program director in developing formal/informal linkage with agencies and organizations that may be able to provide resources to the program and become incorporated into the total service delivery plan.
- Work in cooperation with TEA CIS-NAV coordinator to ensure the quality of data so that any weakness may be identified and addressed with program trainers and program director.
- Assist site coordinators to support students in need (e.g., scholarships, social service needs, and referrals).
- Attend regular meetings with State CIS/TEA office.
- ***Perform other duties as may be necessary for the successful operation of CISGC.***

Acknowledgement

By signing below, I agree that I will perform each of the functions and requirements of the position as set forth within this job description to continue my employment with Communities in Schools of Galveston County.

Employee Signature

Date