



COMMUNITIES IN SCHOOLS of Galveston County

JOB TITLE: Campus Site Coordinator
REPORTS TO: Program Coordinator

Job Purpose and Responsibility:

Responsible for achieving the CISGC program stated goals and objectives. Serve as a liaison between the CISGC agency program office and the school principal and between the CISGC site and the CISGC program office. Responsible for the planning, implementation, and daily supervision of the school site operations. Work closely with school staff, guardians/families, community agencies and students to assure coordination of the community's services for the benefit of the students and their families. Perform all other professional duties assigned by the Program Coordinator and Program Director.

Qualifications:

Bachelor's degree, recognized as accredited by the U S Secretary of Education and/or by the Council of Higher Education Accreditation (CHEA), in public administration, education, social science, social work, psychology or closely related field. Experience in the health and human services (or a closely related) field with computer and database skills. Strong interpersonal and communications skills. Experience working with youth and case management experience preferred.

Campus Planning:

- ◆ Assess the current campus needs and develop services where possible for implementation. Request to be on CIP site team.
- ◆ Evaluate special campus/student problems and coordinate resources to meet the needs.
- ◆ Develop and implement a CIS program that focuses on the needs of the campus and the students.
- ◆ Plan and implement special events and guest speaker events for students with program pre-approval.
- ◆ Plan and implement after school, weekend, and holiday activities for the CISGC students.
- ◆ Plan family involvement activities and engage families to participate for benefit of their children enrolled in the CISGC program.
- ◆ Assist CISGC Program management in the development of formal/informal linkages with other agencies/organizations that can provide resources and be incorporated into the total service delivery plan.

Case Management:

- ◆ Recruit and enroll students for the CISGC program.
- ◆ Coordinate and ensure completion of all student intake, and assessment, service planning and delivery.
- ◆ Consistently delivers services to all case-managed students throughout the school year.
- ◆ Supervise attendance, behavior, and academic progress of all CISGC students.
- ◆ Ensure an integrated student, multi-tier approach in practice.
- ◆ Monitor attendance of students absent from school and contact families and students.
- ◆ Keep all documentation current, within 7 calendar days of the service delivery.
- ◆ Access and coordinate community health and human service agencies for services delivered for the benefit of CISGC students and their families.
- ◆ Recruit and coordinate supervision of volunteers and community partners per program requirements.

Documentation & Reporting:

- ◆ Complete case management documentation in the required format, within established timelines.
- ◆ Complete monthly reports in the required format, within required timelines
- ◆ Complete required correspondence and communication, including telephone, memorandum, and e-mail.

- ◆ Respond to and complete special reports as required by CISGC program management.
- ◆ Report to **Program Director** issues affecting CISGC and school relationships, and emergency information.
- ◆ Discuss and follow up with Program Coordinator all required information for CISGC activities, including financial requests for student activities.
- ◆ Report any suspicion of abuse to **Program Director**, School Principal, and designated school personnel, as well as appropriate Human Services Agencies.

Data Entry:

- ◆ Complete registration of all new students in the data entry system as required.
- ◆ Accurately enter service data for all CISGC students in the data entry system, within 10 days of the service delivery.
- ◆ Maintain weekly data entry of all services and work to be entered into CIS-NAV.
- ◆ Proactively report all problems with CIS-NAV to the data director immediately.

School and Community Relations:

- ◆ Promote cooperation among school faculty, administration, families and the CISGC team.
- ◆ Collaborate with school staff in effort to integrate the CISGC social and educational services; be aware and participate in pertinent activities occurring at the school, agency events, and in the community.
- ◆ Provide required feedback (professional and detailed) to the school and agency personnel.
- ◆ Network with school staff and stakeholders to create and maintain positive image of the CISGC program.
- ◆ Communicate regularly with the school administration and staff.
- ◆ Build and maintain relationships with CIS community partners and monitor work to support student growth and achievement.

Meetings, Training, and Professional Development:

- ◆ Attend all required CISGC staff meetings and campus staff meetings.
- ◆ Participate in CISGC program, personal and professional development.
- ◆ Apply new learning to support student success.

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

6/28/2023