

# NOW HIRING!



## Site Coordinator

40 hours per week; 43 weeks per year

**Annual Salary: \$36,400 (Hourly Equivalent of \$21.17 per hour)**

Benefits include medical, dental, vision, life, AD&D, short-term disability, long-term disability, retirement plan, paid time off, paid holidays, referral bonus, employee assistance plan, and wellness plan

**Communities In Schools of Kalamazoo connects students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future.**

### Position Summary:

The Site Coordinator (SC) is responsible for implementing the Communities In Schools (CIS) Integrated Student Supports (ISS) model within the designated school building. The position oversees and manages resources and strategies designed to improve student success in school as measured by proficiency in academics, behavior and school day attendance. The SC manages and supports a site team (interns), designated community resource providers and volunteers to achieve CIS goals and implement a building site operations plan. They connect the right resources to the right students at the right time to meet school-wide and student specific needs.

The Site Coordinator is among the primary representatives of CIS within their building and is responsible for assuring effective relationships with all building stakeholders---principal, teachers, support staff, parents/guardians, etc. They ensure that effective Tier 1 (school-wide) and Tier 2/3 (individual student) services are in place to effectively address to student needs. The SC provides case management services to designated students and fulfills all requirements associated with that role.

The SC is the internal bridge builder within the school, making connections between students and resources, parents/guardians and resources, teachers and providers, etc. The SC engages parents/guardians to assure that students are able to receive maximum support for success. The SC provides competent leadership for integrating the site's academic and extended day strategies that result in optimal impact on school-wide and individual student outcomes. The SC works with the entire CIS team, site team, school personnel, parents/guardians, volunteers and community provider organizations to implement the ISS model.

### Position Qualifications:

- Minimum of a Bachelor's degree or equivalent in child development, social work, public administration, education or related area.
- Minimum of two years of experience working with children, adolescents and families.
- Valid Michigan driver's license, availability of a vehicle and vehicle insurance.
- Excellent oral and written communication skills, as well as interpersonal skills, to interact effectively with school staff, parents, students, volunteers, service providers and other team members. Ability to establish credibility with school personnel.
- Ability to exercise good judgment, discretion, integrity, and knowledge of organizational policies and procedures and to effectively convey such information to others.
- Well-developed knowledge base on the needs/issues of children and families.
- Appreciation and embracement of diversity and inclusiveness.
- Master's degree, preferred.
- Supervisory and/or management experience, preferred.

**If you are all in for kids and would like to be considered for an interview, please apply online at [www.ciskalamazoo.org/careers](http://www.ciskalamazoo.org/careers). You will be asked to upload your cover letter and resume.**

*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.*