



**Communities In Schools (CIS) of Northwest Michigan Site Coordinator(s):** Responsible for executing the CIS School Support Plan and meeting the needs of the student population, aligning with the priorities of school leadership. The site coordinator works inside the school with principals, teachers and other student support personnel to forge community partnerships that bring resources into the school to help remove barriers to learning.

- Works closely with School Support Teams and school leadership to identify at-risk students in needs of support;
- Coordinate partners and service providers to address the potential sources of drop-out;
- Coordinate supports to impact school-wide climate and culture;
- Case manage 5-10% of the student population, tracking progress of these students and providing individualized support when needed; and
- Monitor, adjust and report on supports in the school.

## **QUALIFICATIONS**

Aside from having experience in working with school-age children, effective written and verbal communication skills and familiarity with local health and human service agencies a site coordinator must possess the knowledge, skills and personal attributes needed by entry-level professional to support the critical features of positive youth development settings. These core competencies are as follows:

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group.
- Respect and honor cultural and human diversity.
- Involve and empower youth.
- Identify potential risk factors (in a program environment) and take measures to reduce risk.
- Care for, involve and work with families and community.
- Work as part of a team and shows professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree or demonstrated relevant equivalent experience in education, social work or related field. Must have a valid driver's license and automobile insurance.

## **LANGUAGE SKILLS**

Excellent verbal and written communication skills. Ability to analyze and interpret business periodicals, professional journals, technical manuals, and governmental regulations. Ability to write and edit reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, and the general public, orally and in writing. Ability to speak effectively to guest, candidates or employees of the organization.

## **REASONING ABILITY**

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

## **LOCATIONS**

Kalkaska, Central Lake, Suttons Bay, and Fife Lake/South Boardman

**Please submit cover letter and resume no later than Friday, July 21st to CIS Executive Director: [aburk@cisnwmi.org](mailto:aburk@cisnwmi.org) or mail to: Communities In Schools of Northwest Michigan, Attention: Executive Director, 205 Grove Street, Mancelona, MI 49659.**