

**Communities In Schools of Northwest Michigan
After-School Site Coordinator
Job Description**

Position Description

Job Title: Afterschool Site Coordinator
Department: Field
Reports To: Program Manager
FSLA Status: Non-Exempt

SUMMARY

Responsible for overall planning and managing of Communities In Schools (CIS) Afterschool and Summer Program at the school site.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Implementation of a comprehensive program for at-risk youth enrolled in the CIS Afterschool Program utilizing the CIS Model. Site Coordinator is thoroughly familiar with the approved grant contract with Michigan Department of Education, the CIS Model, Michigan Out-of-School Time Standards, and Child Care Licensing. Site Coordinator ensures CIS site meets general standards based on CIS Total Quality System (TQS) Standards.

- **General and Program Management:** Site Coordinator understands community resources and makes appropriate linkages to needed academic, physical or social services for identified children. Provides ongoing case management and collaboration with community agencies to remove barriers for identified students. Site Coordinator develops, implements and coordinates CIS After-School Program including: monitors service delivery of contracted direct service providers; supervises, monitors, and evaluates program staff and volunteers; works in partnership with district staff and partner agencies; and student performance and curriculum is evaluated with rigor and relevance. Site Coordinator ensures that the CIS After-School Program has a posted schedule and daily written lesson plans with staff assigned to specific duties.
- **Services Development and Coordination:** Conducts periodic assessment of school and community needs; collaborates on brokering and coordinating services to youth and families that address the Five CIS Basics and develops an Annual Site Operations Plan that includes Level One and Level Two Service Strategies.
- **Student and Family Participation:** Site Coordinator manages the recruitment, enrollment and retention of students. Site Coordinator plans and conducts parent and family service events.
- **CIS Staff Relations:** Work collaboratively with all CIS staff to maintain a positive CIS image. Understand and demonstrate the mission and goals of CIS. Site Coordinator participates in monthly CIS Team meetings.
- **Relationship with School District and Community:** Site Coordinator maintains appropriate linkages with school staff, students and families. Site Coordinator facilitates communication to all staff with teachers, principals, parents, community partners, and CIS Administration. Site Coordinator participates in monthly school site building meetings.
- **Staff Leadership:** Site Coordinator supervises and evaluates program staff and volunteers in her/his respective building. Site Coordinator provides weekly program updates to the CIS Administration and provides a written monthly report along with reporting documents.
- **Reporting and Evaluation:** Site Coordinator collects enrollment records (per Licensing Rules for Child Care Centers and CIS requirements) and insures that all records are up to date in the statewide evaluation system (EZ Reports and YPQA). Site coordinator monitors weekly attendance in EZ Reports. Site Coordinator administers program evaluations to students, parents

and staff as required. Site coordinator provides weekly informal program report to building principal and CIS Administration via email. Site Coordinator provides written, bi-weekly student progress report to respective teachers. Site Coordinator tracks and inputs student data within the CIS data tracking system based on the CISDM data entry procedures.

- **Professional Development:** Site Coordinator attends all mandatory meetings, conferences and trainings fulfilling Site Supervisor qualifications to meet licensing requirements. Site Coordinator participates in training related to the CIS Model.

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.

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.

WORK ENVIRONMENT

The position is located at Kalkaska Middle School. Regular and satisfactory attendance and punctuality are required.

Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.

Criminal background check required.