

Communities In Schools of Northwest Michigan

Position Description

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| Job Title: | CIS Afterschool Site Coordinator |
| Department: | Field |
| Reports To: | CIS 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

- Successfully assist in designing, developing and managing a comprehensive program, utilizing the CIS Model, that leads to positive outcomes for participating children and their families.
- Incorporate the CIS After School Program vision, goals and objectives into activities based on the state approved grant.
- Develop and maintain a safe, supportive learning environment in which children thrive.
- Work as a team with CIS Administration; school personnel (including principal, classroom teachers and other school-day staff); program leaders; parents; and corporate and community volunteers.
- Actively participate in staff development workshops that are designed to contribute to personal and professional growth.

MAJOR RESPONSIBILITIES AND DUTIES

Programs and Activities

- Design and implement CIS Afterschool Programs alignment with grant goals.
- Conduct the program needs assessment and develop the program service delivery plan.
- Incorporate academic support/enrichment, Social Emotional Learning, physical/recreation, and enrichment activities into program plan.
- Align specific program activities and goals for student's academic needs.
- Develop lesson plans for all activities with directions and supplies.
- Work with CIS Administration and school officials on student recruitment and retention efforts.
- Meet the required state department of education performance measures for student enrollment and attendance.
- Meet with students, teachers and parents as necessary to communicate student needs.
- Assist with instructing and supervising students.
- Keep CIS Administration and school leaders informed about program.
- Ensure CIS site meets general standards based on CIS Total Quality System (TQS) Standards

Connection with School Day

- Work with CIS Administration and school officials to ensure activity planning aligns with the school day.
- Be available during the school day to provide advocacy for students enrolled in the 21st CCLC program.
- Attend school site team meetings and implement academic tutoring, homework time, and/or academic enrichment designed to support teachers and increase student academic scores.

Student Behavior

- Be familiar with school policies & procedures, incorporate school policies, language, and behavior model into program.
- Reinforce behavior expectations as outlined in the CIS After School Program handbook.
- Ensure staff understand and reinforce the behavior expectations, policies, and procedures.

- Address behavior concerns and implement discipline policy when necessary.

Budget & Inventory

- Assist in budget monitoring and purchasing of needed supplies and equipment.
- Maintain all site supplies and inventory.

Food Services

- Coordinate with food services to provide daily snacks/meals to students.
- Set up a communication system to provide feedback from students regarding snack/meal choices.
- Maintain accurate snack/meal records and turn in to food services for reimbursement.

Program Staffing & Community Volunteers

- Assist CIS Administration in recruiting staff.
- Daily supervision of CIS After School Program staff at site.
- Ensure that team members share the same vision and goals.
- Assist in evaluating staff performance.
- Assist in providing resources and tools for all team members.
- Facilitate training to staff.
- Develop weekly staff schedule.
- Follow CIS volunteer policies when utilizing volunteers in program.
- Cultivate relationships with community partners, and monitor partner participation in program.

Parent/Family Engagement

- Implement family education programs for families of afterschool students to meet state department of education performance indicators.
- Work with CIS Administration to involve parents/families in three or more ways in the program (i.e. planning, program implementation, ongoing policy and advisory roles).
- Host family engagement events.

Date & Evaluation

- Administer student assessment and screening tools as applicable.
- Administer program evaluation including YPQA.
- Facilitate and compile teacher, student, and parent surveys as required by CIS and grant requirements.
- Gather student and program-level data (ensuring the safety and confidentiality of student information) to include grades, attendance, behavior, referrals, student program participation, staffing, partners, etc.
- Ensure data are entered into the online tracking system(s) {EZ Reports & CISDM} within specified timelines throughout the grant period.
- Ensure timely completion and submittal of reports.

Professional Development

- Attend required conferences and training sessions.
- Participate in monthly CIS Team meetings.

Health & Safety

- Maintain the safety of site and students through implementation of Michigan Out-of-School Time Standards and Child Care Licensing.
- Perform routine first aid and seek assistance for serious illness/injury.
- Utilize child care licensed spaces.
- Ensure sufficient students ratios and group sizes.

Marketing & Public Relations

- Follow CIS marketing policies for proper logo use and branding standards.
- Develop and submit content to share through various communication sources (i.e. social media, school newsletter, etc.).
- Maintain a positive CIS image. Understand and demonstrate the mission and goals of CIS.

The above statements describe the general purpose and responsibilities assigned to this job and may not include all required responsibilities, duties and skills.

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.