

Site Coordinator I- West Wendover

IT TAKES A COMMUNITY.

Our Story, Our Mission

Since its founding in 2004, Communities In Schools of Nevada has been driven by the belief that every child has unlimited potential but may not have access to equal opportunities to succeed. Our three regional affiliates work across four rural and urban school districts to provide 75,000 Nevada students at 75 high poverty schools a one-on-one relationship with a caring adult and a safe place to learn and grow to break down whatever barriers may exist in their lives.

With more than 100 community partners, we coordinate resources and services — literally bringing Community into our Schools — to do whatever it takes in supporting the students we serve. CIS of Nevada is one of 26 state offices in a national network with more than 40 years of experience implementing our evidence-based solution for 1.6 million students.

In 2020, CIS of Nevada celebrated a K-12 promotion rate of 98% and our statewide high school graduation rate of 90%.

Job Purpose/Summary

Responsible for leading or co-leading a school site team in the implementation of the CIS Model at a comprehensive CIS of Nevada site. Serve as a liaison between the CIS of Nevada comprehensive site school leadership team and the CIS of Nevada leadership team. Responsible for developing, planning, implementing and supervising the tasks associated with the annual School Support Plan to include Tier I, Tier II and Tier III services. Work closely with school staff, parents/families, community agencies and students to assure coordination of services for the benefit of the students and their families. Perform any and all reasonable and work-related duties assigned by CIS of Nevada Leadership.

Duties and Responsibilities

Campus Planning

- Assess the current campus needs with administration, teachers, school staff, parents/guardians and students, and coordinate community resources where possible to provide the needed services.
- Evaluate special campus/student problems and coordinate resources to meet the needs.
- Plan and implement special events and guest speakers for students with pre-approved programs when part of the CIS School Support Plan or CIS Academy class.
- Plan parental involvement activities and engage parents when part of the CIS School Support Plan or CIS Academy class.
- Assist CIS of Nevada Leadership in collaborating with community agencies and fostering new community resources.
- Collaborate with school staff to provide or broker appropriate services to address attendance, behavioral, course performance, and physical or social services for students in need and ensure compliance with school district policies and procedures.

Case Management

- Recruit and enroll in Tier II and Tier III integrated student support services with consent of Parent/Guardian through a signed Parent/Guardian Consent Form.
- Coordinate and complete an individual Student Support Plan for all Tier II and Tier III case managed students.

- Supervise attendance, behavior, and/or course performance goals for each student.
- Complete all forms and documentation according to program guidelines and timelines.
- Provide and document all services per program requirements.
- Keep all documentation current, which is within 30 calendar days of the service delivery.
- Access and coordinate community health and human service agencies for services delivered for the benefit of CIS of Nevada students and their families.
- Enroll students for Tier II and Tier III integrated student support services sufficient to meet required program caseload requirements as set by CIS National TQS and CIS of Nevada guidelines.

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 and e-mail correspondence.
- Respond to and complete special reports as required by CIS of Nevada Leadership.
- Report to CIS of Nevada Leadership issues affecting school relationships and emergency information.

Data Entry

- Complete enrollment of all new students into the data entry system as required.
- Enter service data for all CIS of Nevada students in the data entry system, within 30 days of the service delivery.
- Proactively report all problems with the data entry system to the CIS of Nevada Data Manager, immediately.
- Enter all progress data quarterly and end of year data as required.

School Relations

- Promote cooperation between school staff, administration and the CIS of Nevada team, whenever possible.
- Collaborate with school staff in order to integrate the CIS of Nevada Tier I, Tier II and Tier III services, and keep informed about pertinent activities occurring at the school and in the community.
- Provide desired feedback to the school and agency personnel.
- Network with school staff to create and maintain positive image of the CIS of Nevada.
- Communicate regularly with the school administration and staff.

Meetings, Training, and Professional Development

- Attend all CIS of Nevada Site Coordinator meetings.
- Participate in CIS of Nevada personal and professional development trainings.
- Complete SCLP certification through CIS University within required timeline.

Other

- Additional duties as assigned

Qualifications and Competencies

Qualifications include:

- Experience working with high poverty youth and case management preferred.
- Excellent interpersonal, written and verbal communications skills, along with computer and data base skills.
- Bachelor's degree or equivalent experience in the health and human services (or a closely related) field.
- Must be able to pass criminal background check and drug testing required.

- Bilingual in Spanish and English desirable.

Work Environment & Physical Demands

- Work environment is indoors and climate controlled. Frequently exposed to outdoor weather conditions.
- Travel required to and from school sites.
- Moderate noise levels as found in a business office and classroom setting.
- Use of own automobile

This is not an exhaustive document and is subject to change when necessary by Communities In Schools Nevada (CISN). Other duties may be assigned as required.

Each of the items listed is considered an essential function of the position. However, the duties, responsibilities and requirements presented in this job description are intended to be broad-based and high level and should not be construed as an exhaustive list of all responsibilities for the position. CISN reserves the right to alter the duties and responsibilities of the position.

It is CISN policy to comply with the Americans with Disabilities Act, including by providing reasonable accommodations that do not constitute an undue hardship on CISN. Employees or applicants should direct requests for accommodation to the Director of Human Resources.

Applicants can apply at

<https://www.cisnevada.org/careers/>

More information about CIS of Nevada can be found here:

<https://www.cisnevada.org/>

Our Commitment to Diversity

Communities In Schools is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability, genetic information or any other basis protected by applicable law. Communities In Schools prohibits harassment of applicants or employees based on any of these protected categories.