



Project Coordinator/Site Coordinator Job Description

Position Title: Project/Site Coordinator	Department: Programs
Reports To: Program Manager	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Location:	Revised/Reviewed: 08/2012
Contract Days: 220	

GENERAL DUTIES: Under the general direction of the Program Manager. The Site/Project Coordinator is responsible for being a positive role model for students, building positive relationships and maintaining open communication with parents, the community and with school staff. Providing effective positive relationships with students; provides general counseling and/or supportive guidance to students and their families. Has to meet and maintain an assigned caseload of students. Coordinates referrals of students and their families to outside agencies for services not provided on site. The Site/Project Coordinator will act as a liaison between the school and the student's household by maintaining frequent contacts with the student's parents and/or guardians. The Site/Project Coordinator assists in the planning of enrichment activities for students and families and is responsible for meeting deadlines and submitting monthly reports as required.

PRIMARY FUNCTIONS/SPECIFIC DUTIES

- ❖ Be a positive role model for students
- ❖ Build positive relationships with parents
- ❖ Build positive relationship with School Staff
- ❖ Build positive relationship with Community
- ❖ Provide services in compliance with state and school contract.
- ❖ Initiate and participate in referral process and staffing activities of students referred.
- ❖ Identify needs of students and their families.
- ❖ Provide general counseling/supportive guidance services to students and families in need of service.
- ❖ Coordinate referrals of students and families to outside agencies for specific service not provided on site.
- ❖ Plan and participate in enrichment project activities.
- ❖ Provide case-management services for required number of students in compliance with state and school contract.

- ❖ Assist in the development and implantation of workshops for parents and students, i.e., health, career awareness, job readiness.
- ❖ Make home visits and/or phone contact with parents of assigned students on a regular and consistent basis. Work closely with parental involvement coordinator to plan/implement parenting classes/workshops/activities.
- ❖ Responsible for monitoring students with attendance problems.
- ❖ Responsible for coordinating follow-up of assigned students with attendance problems until they are back in school
- ❖ Meet with teachers of assigned students to share information on student progress and maintain record of attendance and academic progress.
- ❖ Plan, organize, and participate in special recognition activities of students assigned.
- ❖ Document all required information on the proper record keeping form, i.e., maintain records of sign-in-sheets, session rosters, tracking sheets, service plans, and other case management forms required.
- ❖ Complete needs assessment and individual “success” plan for each assigned student. (Student Goals Contract)
- ❖ Complete and submit all required reports on a timely basis as mandated by central office.
- ❖ Assist in achieving contractual and CIS model related goals and statement of work.
- ❖ Responsible for developing and implementing (2) Site Plans per year. (Campus Service Delivery Plan Fall/Spring & Summer)
- ❖ Ensures that each of the (6) CIS Components is in place and available.
- ❖ Provide tutoring to CIS students and/or work closely with a tutor to identify students needing academic remediation.
- ❖ Participate in special events and activities that are CIS related.
- ❖ Must seek and adhere to the Agency’s guidelines regarding donations that include in-kind, monetary, and materials in maintaining the spirit of the Agency’s mission of seeking and obtaining community resources for students and families.
- ❖ Performs other duties, assignments and responsibilities as assigned or required by Central Office.

SECONDARY FUNCTIONS:

- ❖ Works in a manner that is not disruptive to peers, supervisors and/or subordinates.
- ❖ Promotes good employee relations at all times.
- ❖ Must participate in any event that is promoting the well-being of the Agency’s mission, i.e., fundraising activities, parades, community affairs, etc...
- ❖ Maintains regular and acceptable attendance at such level as is determined in the employer’s sole discretion.
- ❖ Promotes professionalism, through poised and effective phone etiquette, manners, appearance, and attitude.
- ❖ Develops, establishes, and maintains a work priority system to ensure daily and heavy workloads are fulfilled.
- ❖ Must prepare and submit mid and end of the year campus statistical reports/profiles based on the template provided by Central Office.

- ❖ Maintains availability and willingness to work such days and hours as the employer determines are necessary or desirable to meet its business needs.
- ❖ Maintains availability and willingness to travel to such locations and with such frequency as the employer determines is necessary or desirable to meet its business needs (if travel required).
- ❖ Attend and participate in any training or in-service as designated by Central Office.

KNOWLEDGE AND SKILLS:

- ❖ Bilingual, English/Spanish preferred.
- ❖ Great communication skills- written and oral.
- ❖ Well-groomed with a professional appearance.
- ❖ Ability to function in a diverse job situation.
- ❖ Be able to demonstrate above average levels of personal initiative.
- ❖ Ability to organize and set priorities.
- ❖ Knowledge of family systems and programming for “at-risk” youth.
- ❖ Knowledge of the community and its resources.
- ❖ Ability to calmly handle crisis situations.
- ❖ Requires tact, insight, leadership, and excellent work attitude/excellent interpersonal communication skills
- ❖ Knowledgeable with Personal computers and the ability to use word processing and database software.

EDUCATION AND WORK EXPERIENCE:

Bachelor’s Degree in Education, Psychology, Social Work, Sociology, or related field is required; monitoring, evaluation, and organizational skills; three (3) years or more experience in a social service agency or nonprofit agency with case management and/or supervisory duties; experience in working with “at-risk” youth and families; commitment to continuing education through higher education, self-directed study, workshops and in-service training; must be able to interface with various members of the community, the school faculty and CIS Staff. Previous case management experience desired.

WORK ENVIRONMENT AND QUALIFICATIONS:

Position is an office environment. Incumbent may be required to sit for extended periods, entering and manipulating data on a workstation computer and participating in staff or other team meetings. Incumbent may be scheduled to work an alternate schedule to accommodate essential business needs.

PHYSICAL SKILLS:

Must be able to drive a motor vehicle; must be able to write or have alternative writing skills to comply with data report requirements. Occasional requirements are: to stand, walk, use hands and

fingers to handle or feel objects, tools, or controls, reach with hands and arms, stoop, kneel, and lift/move up to 20 pounds. Incumbent may be expected to travel, during which he/she may be required to attend conferences and meetings, at which public speaking/representing of the agency in a public role is necessary. Communities In Schools tries to accommodate any handicapped individual in performing the essential function of the job, unless it would impose undue hardship on the operation of the CIS Program.

Communities In Schools of Laredo, Inc. does not discriminate on the basis of race, color, religion, sex, national origin, age, or physical disability in any of its relations with employees or employment applications.

I understand my job duties are not limited to those listed above. I accept responsibility of the job description listed. I acknowledge that a copy of this job description and a copy of the personnel policies have been provided to me.

Employee Name

Date

I have reviewed this job description with the employee named above.

Program Coordinator

Date

Executive Director

Date