



JOB DESCRIPTION: Site Coordinator at Madison Middle School

Job Title:	Site Coordinator
Reports to:	Deputy Director
FLSA Status:	1.0 FTE
Salary Range:	\$41,000- \$46,000 DOE
Benefits:	100% Employer Covered Medical/Dental; paid winter/summer break in alignment with the Seattle Public Schools calendar in addition to monthly vacation accrual

Application Close: Open until filled, but priority given to materials received by January 20

Overview: Communities In Schools of Seattle (CISS) is part of the nation's leading dropout prevention organization. Our mission is to surround students with a community of support, empowering them to stay in school and achieve in life. We currently partner with four middle schools in the Seattle Public School District to support students on their path to graduation, including: Aki Kurose Middle, Madison Middle, Denny International Middle and South Shore PK-8.

Position Summary: The Site Coordinator (SC) works in partnership with school staff and administrators to implement the CIS model of integrated student supports. The SC works directly inside the school building to assess needs, develop a plan, and coordinate a combination of targeted interventions and schoolwide services to support students facing systemic barriers to graduation. The SC provides confidential, developmentally appropriate and culturally responsive supports and services to students and their families. The SC also collaborates with community partners and other service providers to ensure that students have what they need to succeed.

Remote Work:

Seattle Public Schools and CISS are currently operating remotely due to COVID-19. In alignment with appropriate health and safety precautions, work will resume on site at Madison Middle when school buildings reopen for in-person learning.

Essential Duties and Responsibilities:

- Coordinate the annual school needs assessment process and development of a corresponding support plan in partnership with school staff and administrators.
- Build and maintain positive relationships with students, families, school staff and administrators.
- Provide targeted individual and group interventions for students furthest from educational equity focused on attendance, behavior, academics and/or social emotional learning.
- Organize schoolwide supports or activities in collaboration with school and community partners.
- Develop partnerships with community organizations and service providers to address identified needs and facilitate access to critical resources for students and families.
- Document and track progress toward student and schoolwide goals in the CISS data base.
- Monitor, adjust and evaluate the effectiveness of schoolwide and targeted support interventions.
- Participate in interdisciplinary meetings and with school staff, the CISS team, and other partners.
- Work to maintain a positive image by understanding and representing the CISS mission, goals and initiatives within the school and community.

- Support CISS resource development and communications strategies by providing content for grant proposals, marketing opportunities and hosting site visits as requested.
- Other duties as assigned.

Required Qualifications:

- Passion for the mission, vision and values of CISS.
- At least 2 years of experience working with youth and families most directly impacted by racial and economic systems of oppression.
- Demonstrated commitment to racial equity and social justice.
- Strong youth engagement and relationship-building skills.
- Ability to establish and maintain effective working relationships with students, families, community partners, school administrators and staff.
- Strong verbal and written communication skills.
- Strong organizational skills and ability to manage competing priorities.
- Ability to work both independently and as part of a team.
- Experience collecting, managing and reporting data.
- Strong computer skills and working knowledge of Microsoft Office.
- Availability to work occasional evenings and weekends.
- Ability to lift 25lbs on an occasional basis.

Desired Qualifications:

- Bilingual, particularly in Spanish and/or Somali.
- Experience in education, social services, counseling, juvenile justice, or related field.
- Familiarity with local community resources and service providers.
- Experience with dropout prevention, intervention or re-engagement strategies.

To Apply:

Candidates are asked to submit a cover letter and resume to Employment@cisseattle.org, with Site Coordinator and their name in the subject line to the attention of Nicole DiMichele, CISS Deputy Director.

Communities In Schools of Seattle is an Equal Opportunity Employer. People of color, particularly those with a connection to the schools and communities served, are strongly encouraged to apply.