



Job Title: Mobile Site Coordinator
Department: Field
Reports To: Executive Director
FSLA Status: Non-Exempt

Mobile Site Coordinator - High School and Middle School Campuses

Detailed Job Description

Responsible for collaborating with the traditional site coordinator to expand and add depth to services that CIS provides on the campuses where CIS has a presence.

1. **Case Management-** MSC will facilitate small group programs for moderate-intensity case managed students. The maximum number of students a MSC will work with in one group setting is ten case managed students.
2. **Data Entry-** MSC will complete the assessment process for the moderate intensity case managed student and develop their student support plan. MSC will enter the student support plan in CISDM. He/she will create a spreadsheet for the targeted case managed students in the "Building Better Student Incentive Program" and track their progress and academic course grades. He/she will enter in their progress report and academic course grades into CISDM.
3. **Parental Contact for Non-Program- Attendance (Only if needed)-** MSC will reach out to the non-attendance case managed students and follow up with their parents on why their child has not attended the CIS program(s) they were assigned to. He/she will give the case manage student's parent a report on their child academic progress if the student is failing.
4. **Monthly Reports –** MSC will develop monthly reports for student groups he/she will be facilitating. He/she will record participation, progress, and outcome for the program progress goal. He/she will also develop a spreadsheet on the progress for each case managed student in the group.
5. **Developing Progress Reports for Teachers-** MSC will create progress reports on their assigned case managed students and review the report with those student's teachers. MSC will report to the traditional site coordinator any additional goals the teachers as developed for the case managed students.
6. **Developing and Implementing Curriculum and Lesson Plans for Small Groups-** MSC will develop a lesson plan according to the curriculum given from the traditional site coordinator. MSC will submit a monthly lesson plans to the

traditional site coordinator. MSC will also keep track of the sign-in sheets and enter each student's attendance record in CISDM.

7. **Event Planning-** MSC will recruit students and volunteers for Tier I events. He/she will check those students status, making sure they are not on social probations, have poor attendance, or frequent fliers. He/she will collect and monitor sign-In sheets. He/she will be responsible for connecting with organization for donations.

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.

TRAVEL: N/A

WORK ENVIRONMENT

The position is located at EC Central High School and EC Middle School. Regular and satisfactory attendance and punctuality are required. The office space is located in the Student Services center of the school.

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

Criminal background check, Finger Printing, Drug Screen required.