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## Resource Coordinator Job Description

### SUMMARY

Responsible for overall planning and managing of Communities In Schools (CIS) operations at the schools in the implementation of the CIS model of integrated student supports.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with the school support team to establish evidence based programs and services within the school based on multi-tiered systems of support.
- Deliver classroom presentation related to Social Emotional Learning and College Readiness to students.
- Develop Community Partnerships based on the School Support Plan.
- Lead and coordinate the delivery of evidence-based services based on best practice and risk factor research. The three tiers of support will be provided to help address identified school-wide needs or to build and reinforce student assets. Targeted and individualized services will be coordinated and provided at the school for specific students who are identified as having the greatest risk of eventually dropping out of school.
- Prepare monthly reports documenting services and activities provided to students. Reports are to be signed by school leadership and CIS Affiliate Leadership.
- Enter data into the data management system with fidelity.
- Lead the annual needs assessment process. This process will be based on data collected by school districts and schools as part of overall school improvement plans, surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- Lead the development and implementation of the school support plan. The plan will include measurable objectives, as well as procedures for delivering widely available services (Tier I), targeted services (Tier II), and intensive, individualized services (Tier III), monitoring and adjusting services, and evaluating and reporting effectiveness.
- Monitoring and adjust services. The Resource Coordinator will regularly monitor and adjust services as needed to maximize effectiveness and impact.
- Evaluate the effectiveness at achieving school and student individualized goals. The Resource Coordinator will implement a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- Responsible for completing data for the Annual end-of-year reports to be provided to school and affiliate leadership which are instrumental in planning services for the following year, as well as contributing to affiliate level reports for partners, the state office (if appropriate) and the Communities In Schools national office.

### EDUCATION and/or EXPERIENCE:

Bachelor's degree or demonstrated relevant equivalent experience in education, social work or related field. Bachelor's Degree preferred. Must have a valid driver's license and automobile insurance.

### ADDITIONAL INFORMATION:

- Rate: Discussed at interview
- If interested, **please provide cover letter and resume and send to [mentoringec@gmail.com](mailto:mentoringec@gmail.com)**



Communities  
In Schools  
Lake County

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