

JOB TITLE: **CAMPUS** **SITE COORDINATOR**

**General Duties:**

Manage the day to day operations of school site and summer programs, work closely with school

staff, community agencies, parents/families, and students to assure coordination of the

community’s services for the benefit of the students and their families. Be responsible for

achieving contractual and CIS related goals.

**JOB RELATIONSHIPS:**

Reports to: Program Coordinator and Campus Principal

Supervised by: Program Coordinator and Campus Principal

Interrelationships: Works with CIS staff, school staff, community agencies, volunteers,

interns, students, and families

**EMPLOYMENT STANDARDS:**

Level of Education: Bachelor’s Degree. Field of study Social Work, Psychology, Sociology, related field or equivalent experience. Case Management experience preferred.

**QUALIFICATIONS:**

Strong interpersonal and communications skills; organizational skills; knowledge of Wichita Falls area

youth resources; desire to work with at-risk youth; sensitivity to and awareness of unique needs

of minority cultures and diverse ethnic groups; fluency in Spanish desired at most sites; ability to

traverse stairs at schools without elevators; must have valid Texas driver’s license and proof of

liability insurance.

**Specific Duties:**

* Provide positive on-site management and leadership for the CIS program
* Provide individual supportive guidance and case management for the designated number

of CIS students

* Coordinate designated number of whole school services involving 75% of the school

population annually

* Keep student information confidential
* Provide overall scheduling and coordination of partner agency personnel, volunteers,

health and human service agency volunteers, interns, guest presenters and program

events

* Screen and select curriculum for CIS classroom presentations or support groups
* Plan and conduct community service projects with students at least once a semester
* **May not provide transportation for students and families**, (i.e. field trips,

transporting students home, taking clients for appointments, etc.)

* Collaborate with school administration to make home visits.
* Intervene in emergency situations experienced by students and their families
* Identify service gaps and potential solutions
* Coordinate funding assistance for students and families in need (i.e. scholarships, health

care, etc.)

* Solicit incentive awards
* Identify students appropriate for school based or community mentoring, coordinate

mentor meetings and monitor matches

* Interpret guidelines and procedures to parents and faculty as required, and encourage

family involvement in program activities

* Pick up and deliver Food Bank items (lifting requirements up to 30 pounds)
* Keep principal informed regarding students served, CIS activities, and events
* Promote collaboration between faculty, school administration and CIS team
* Compile and provide data for CISNAV (TEA Data System to manage caseload).
* Ensure that all documentation is current and complete in case management files.
* Ensure that CIS Other and CIS Event records, and TEA Eligibility requirements are

complete and accurate

* Conduct monthly in-house monitoring of program operation including all student files and
* other required documentation
* Meet Totally Quality Control Standards requirements
* Participate in the evaluation of the CIS operations at the school site
* Report to CIS central office: monthly reports, problems/issues, financial matters, etc.
* Attend staff meetings called by CISGWFA Administration
* Attend school faculty meetings when possible
* Assist in developing formal/informal linkages with agencies and organizations who may

be able to provide resources to the program

* Adhere to all agency policies and procedures
* Subscribe to and abide by the standards of ethical conduct established in the CIS Code of

Ethics

* Perform other duties that may be necessary to the successful operation of CIS

I have reviewed this job description and understand the performance expected. I, also, understand

that occasionally I will be assigned to perform other duties directed by CISGWFA administration. it may be necessary for me to perform other duties as assigned by my

supervisor. I have received a copy of this job description.

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Employee Signature Date Employee Name