

## DIRECTOR OF THE CIS CAPITAL REGION

### JOB SUMMARY:

The Director of the CIS Capital Region is responsible for day to day supervision and management of school site coordinators, project/program reporting and resource development for the Capital Region Initiative, and school district / community relations.

### DUTIES AND RESPONSIBILITIES:

- Oversight and management of the CIS Capital Region assigned staff and project sites
- Serve as main contact for Americorps program
- Coordinate and attend project events.
- Conduct staff meetings and trainings on a regular basis.
- Develop meaningful staff service projects per Americorps requirements.
- Evaluate the day-to-day activities of the CIS project team.
- Provide desired feedback to funders, CIS-PA Director of Program Development and President/State Director.
- Coordinate data analyses among program sites and report information to the CIS-PA Director of Program Development and President/State Director.
- Coordinate provision of assistance to students in need through information and referral / case management services supervision.
- Other responsibilities as assigned.

#### *Strategic Decision Making*

- Represent CISPA at local events and through communication with school districts, educators, and community boards / agencies
- Participate actively as a member of the CISPA team, focused on the whole organization of CISPA and CIS Capital Region
- Meet weekly with the Director of Program Development to document and update progress and receive support
- Develop and successfully accomplish goals and objectives of the CIS Capital Region initiative

#### *Reporting*

- Ensure timely and well coordinated data collection and reports from the field
- Ensure that newsworthy information from the field is provided to the CISPA Communications Consultant
- Write and present a reports for funders and CISPA board
- Write reports as scheduled utilizing qualitative and quantitative data through CISDM (CIS data management system) and local information gathering (i.e. focus groups and reciprocal communication)

### REQUIRED KNOWLEDGE AND SKILLS:

- Excellent oral and written communication skills
- Excellent organizational skills
- Self directed
- Strategic and analytical thinker

- Must work effectively with all levels of staff and management
- Knowledge of school district / school based operations

### **QUALIFICATIONS & REQUIREMENTS:**

Bachelor's degree required, experience with youth and families (at least 3+ years). Detail oriented individual who prioritizes and accomplishes tasks independently according to established processes with minimal supervision. Demonstrates knowledge of education, social work, and available services and resources in human services in the Dauphin County / Capital Region. Ability to manage team of emerging professionals in assisting students to achieve academically and socially in preparation for productive lives. Demonstrates strong computer proficiency in using Microsoft Office products and has the ability to learn various data management software packages as needed. Must have a valid driver's license and automobile. Criminal background check and child abuse clearance required.

### **REASONABLE ACCOMODATION**

Communities in Schools of Pennsylvania, Inc., will make reasonable accommodations to enable individuals with disabilities to perform essential functions of the job.

**WORK ENVIRONMENT:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- The employee is regularly required to talk or hear
- The employee frequently is required to sit; use hands and arms
- The employee is occasionally required to stand and walk
- The employee may need to drive long distances
- The employee may occasionally lift and/or move up to 50 pounds
- The employee may need to use close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- The employee will need to utilize basic office equipment such as computers, copiers, printers, fax machines, etc.

