

# INTEGRATED STUDENT SERVICES PROVIDER (ISSP)

## CIS CAPITAL REGION

### JOB SUMMARY:

The Site Coordinator for CIS of the Capital Region is responsible for direct student academic support and social support services. Following the CIS model under supervision of the Director of the CIS Capital Region, the Site Coordinator provides an effective conduit of information and direct academic support to help students reach their full potential and achieve in school. The Site Coordinator works with the CIS Capital Team and assigned school building staff to foster communication through comprehensive case management services aligned with the CIS Model and current school operations/requirements.

### DUTIES AND RESPONSIBILITIES:

- Student supportive services provision in academic and social services areas
- To support and supervise volunteer tutors and students enrolled in program schools
- To facilitate level one (whole student population) programs according to identified school/community needs
- To facilitate level two (targeted population) case management and programs as established by the Director of the CIS Capital Region and CIS protocol
- Other responsibilities as assigned

#### *Strategic Decision Making*

- Represent CISPA through communication with school district personnel, youth, families, volunteers, and community partners
- Present cases for additional support to school staff and the Director of CIS Capital Region as necessary
- Participate actively as a member of the CISPA team, focused on the whole organization of CISPA and CIS Capital Region
- Meet regularly with the Director of CIS Capital Region to document and update progress and receive support
- Successfully accomplish goals and objectives of the CIS Capital Region initiative day-to-day operations

#### *Reporting*

- To practice confidentiality and ethical services provision as identified in FERPA/HIPPA policies of the program site and state
- To foster relationships with school district personnel, youth, families, and community agencies for enhanced services provision
- Ensure that all paperwork is current and that students' profile folders are complete
- Provide requested data at specified times
- Enter, gather, and analyze student and family data for individual and programmatic evaluation in a timely fashion

### 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:**

Associate's Degree required (Bachelor's degree preferred), experience working with youth and families. Ability to work with diverse educational and social issues to assist students in achieving academically and socially. Effective written and verbal communication skills. Willingness and ability to tutor students. Familiarity with local health and human service agencies. Flexibility, resourcefulness, enthusiasm, and high energy. 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.

