

## JOB DESCRIPTION

---

**Job Title:** Program Coordinator

**Status:** Full-Time, Exempt

**Reports To:** Program Director

---

### **Summary:**

Responsible for the overall planning and management of Communities In Schools of El Paso, Inc. operations at assigned site.

### **Duties and Responsibilities:**

Implementation of the Communities In Schools model of integrated student supports:

- Collaborates with school administrators, staff and teachers in implementation of Communities In Schools (CIS) model, may include interns, volunteers and other community partners.
- Develop and implement the site plan. The plan will include measurable objectives, as well as procedures for delivering school-wide services, targeted and sustained services, monitoring and adjusting services, and evaluating and reporting effectiveness.
- Case manage targeted students through sustained services that will be coordinated and provided at the school site for specific students who are identified as having the greatest risk.
- Monitor and adjust services, as needed to maximize effectiveness and impact.
- Evaluate the effectiveness at achieving school and student individualized goals by implementing a systematic data collection plan (CIS-NAV) to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- Provide school and affiliate leadership required reports which are instrumental in planning and monitoring site services.
- May assist and facilitate the onboarding process and acts as a coach to new CIS staff members.

*The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements.*

### **Physical Demands/Skills:**

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 frequently required to sit; use a keyboard. The employee is occasionally required to stand, walk, stoop, kneel or bend. The employee must occasionally lift and/or move up to 25 pounds.

### **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.

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 Program Coordinator must possess the

knowledge, skills and personal attributes needed to support the critical features of positive youth development settings; as well as the flexibility and leadership. These *core competencies* are as follows:

- Strong understanding of the CIS model.
- Effectively establishes relationships with all key stakeholders within different settings.
- 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 with students, families and communities and take measures to reduce those risks.
- Care for, involve and work with families and community.
- Work as part of a team and show professionalism.
- Demonstrate the attributes and qualities of a positive role model.
- Interact with and relate to youth in ways that support asset building.
- Strong organizational skills with the ability to be flexible and adaptive with the ability to work before/after hours and/or weekends, as needed.
- Possess project management and leadership skills with specific examples of such in work-related experience, be a self-starter, well organized, detail-oriented and able to effectively work independently.
- Ability to deal effectively with pressure; remaining optimistic and persistent, even under adversity.

**Education/Experience:**

Candidates must have a bachelors degree and one year of relevant equivalent experience in education, social work or related field. Must have a valid driver license and automobile insurance.

**Language Skills:**

Candidates must have:

- Makes clear and convincing oral presentations. Listens effectively.
- Written communication is clear, concise and organized for intended audience with the ability to write and edit reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from manager, clients and the general public, orally and in writing.
- Ability to speak effectively to guests, candidates or employees of the organization.

**Work Environment:**

Regular and satisfactory attendance and punctuality is required.

---

Employee Name (please print)

---

Employee Signature

---

Date

---

Supervisor Name (please print)

---

Supervisor Signature

---

Date