



## HARDY COUNTY SCHOOLS

510 Ashby Street  
Moorefield, WV 26836

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### JOB DESCRIPTION

**Job Title: Communities in Schools Site Coordinator**

**Qualifications:**

- Bachelor's degree (Bachelor's degree in Social work preferred)
- Knowledge of community resources
- Understand mental and behavioral health needs of students and their impact on student achievement
- Valid driver's license

**Job Goal:** Collaborate with school leadership and staff to connect students and families with community resources and develop strategies that help address both academic and nonacademic needs to promote student success through implementation of the CIS model of integrated student support.

### PERFORMANCE RESPONSIBILITIES

- Lead a school support team of school administrators, teachers and support staff to collaborate in the implementation of the Communities in Schools model
- Analyze data sources to assess and identify the key needs of the school and individual students
- Lead the school support team to develop a plan to prioritize supports that address academic and nonacademic needs
- Deliver tiers of support to the school, students and their families
- Develop strategies to improve attendance, reduce behavior incidents and promote family engagement
- Build partnerships with community resources including but not limited to physical, mental and behavioral health, family supports and career readiness
- Establishes rapport with student caseload to provide and coordinate wrap around services
- Advocate for students and families
- Monitor student and school progress and adjust supports to optimize results

- **Collect, maintain and analyze data**
- **Provide reports to stakeholders**
- **Other related duties as assigned**

#### **PERFORMANCE STANDARDS**

- **Demonstrates behavior that reflects established professional responsibilities i.e. attendance, punctuality, dress**
- **Communicates with others in a professional manner**
- **Adheres to established laws, policies, rules and regulations**
- **Interacts appropriately with students, parents, school and community members**
- **Performs assigned duties promptly, efficiently and effectively**
- **Participates in activities that foster professional growth**

**IMMEDIATE SUPERVISOR: School principal(s)**

**TERMS OF EMPLOYMENT: 200-day contract**

**EVALUATION: Performance evaluation in accordance with West Virginia Board of Education Policy 5310**