

MINERAL COUNTY SCHOOLS

JOB DESCRIPTION

POSITION:	Community in Schools Facilitator
IMMEDIATE SUPERVISOR:	Building Principal
FLSA/CONTRACT STATUS:	Exempt
EMPLOYMENT TERM:	210 Days
SALARY:	As per Mineral County Salary Schedule and based on experience and education.
EVALUATION:	Performance in this position will be evaluated by the immediate supervisor and in accordance with WV State Board Policy 5310 and Mineral County Board of Education Policy.

JOB SUMMARY: Responsible for overall planning and managing of Communities In Schools (CIS) operations at the schools in the implementation of the CIS model of integrated student supports.

PERFORMANCE RESPONSIBILITIES:

Implementation of the CIS model of integrated student supports:

- **Engage a school support team that works closely with school administrators, staff and teachers in the implementation of the CIS model.** The team may include other CIS employees, volunteers, schools staff or faculty and/or other community partners. This process will include the building and nurturing of school staff relations, relationships to school and community and the engagement of volunteers for the delivery of services.
- **Lead the annual needs assessment process.** This process will be based on data collected by school districts and schools as part of overall school improvement plans, surveys and discussions with staff, parents and students, and evaluation results from the previous year.
- **Lead the development and implementation of the school support plan.** The plan will include measurable objectives, as well as procedures for delivering widely available services (Tier I), targeted services (Tier II), and intensive, individualized services (Tier III), monitoring and adjusting services, and evaluating and reporting effectiveness.
- **Lead and coordinate the delivery of evidence-based services based on best practice and risk factor research.** The three tiers of support will be provided to help address identified school-wide needs or to build and reinforce student assets. Targeted and individualized services will be coordinated and provided at the school for specific students who are identified as having the greatest risk of eventually dropping out of school.
- **Monitoring and adjust services.** The Site Coordinator will lead the CIS school support team in regularly monitoring and adjusting services as needed to maximize effectiveness and impact.
- **Evaluate the effectiveness at achieving school and student individualized goals.** The Site Coordinator will lead the CIS school support team in implementing a systematic data collection plan to evaluate the effectiveness of services in achieving school-wide goals and addressing the needs of individual students.
- **Lead the School Support Team in annual reporting.** Annual end-of-year reports will be provided to school and affiliate leadership which are instrumental in planning services for the following year, as well as contributing to affiliate level reports for partners, the state office (if appropriate) and the Communities In Schools national office.
- Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.

QUALIFICATIONS:

- Bachelor's degree or demonstrated relevant equivalent experience in social work or related field;
- Available to work a flexible schedule and includes evenings and weekends;
- Ability to keep accurate records and prepare reports;
- Ability to understand and interpret the policies, procedures and general organizational structure of Mineral County Schools and the WVDE;
- Understand and apply basic child and adolescent development principles;
- Communicate and develop positive relationships with youth;
- Adapt, facilitate and evaluate age appropriate activities with and for the group;
- Care for, involve and work with families and community;
- Work as part of a team and shows professionalism;
- Demonstrate the attributes and qualities of a positive role model;
- Interact with and relate to youth in ways that support asset building;

- Excellent verbal and written communication skills;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to effectively present information and respond to questions from managers, clients and the general public;
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration;
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation;
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate;
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

PHYSICAL DEMANDS:

The physical demands described 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 reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.