



Communities  
In Schools

Kent

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**Communities In Schools of Kent (CISK)  
Job Description: Site Coordinator  
Updated January 10<sup>th</sup>, 2019**

**Locations:** Cedar Heights Middle School and/or Kentlake High School

**Reports to:** CISK Executive Director

**Pay Range:** \$40,000 - \$45,000 a year full-time or \$20,000 - \$22,500 part-time (20 hours)

**Benefits:** \$300 a month stipend towards health care (in addition to salary)

**Schedule:** Kent School District calendar and school day with some evening, weekend and summer hours required (there are some full and part-time options)

**SUMMARY**

This position is responsible for the overall planning and implementation of the Communities In Schools model of integrated student supports in strong collaboration and partnership with school district leadership and staff in the school(s) the Site Coordinator is placed in. The Site Coordinator identifies, coordinates, brokers and as appropriate directly provides a range of individually tailored and culturally relevant services for students and families.

Responsibilities for this position vary by school but typically include: case management and mentoring of individual students, identification and provision of basic needs resources such as food, clothes, and school supplies, family engagement, drop-out prevention, and connecting students with other needed community resources. In addition, responsibilities include goal-setting, data collection, evaluation of student progress, and reporting.

At the middle school level, this position provides support for the Screening Brief Intervention and Referral to Treatment (SBIRT) screening tool that will be implemented at all six middle schools in the Kent School District. At the high school level, additional emphasis is placed on college and career readiness.

**Desired Qualifications:**

- Bachelor's degree and three years of experience working with youth.
- Strong relationship-building skills with people from diverse cultural and socio-economic backgrounds.
- Ability to establish and maintain effective working relationships with schools, families and students.
- Ability to be resourceful - able to identify multiple solutions to challenging issues.
- Excellent group facilitation and leadership skills. Strong verbal and written communication skills.
- Must pass required criminal background check and reference checks.
- Familiarity with local community agencies, resources and social service systems.
- Experience with dropout prevention, intervention or reengagement strategies.
- Experience with College Readiness, planning, and access with students and families.
- Experience with computers, software such as Microsoft Office, Outlook, and website data entry.

**To Apply:**

• Please send resume and cover letter to: David de la Fuente, Executive Director, Communities In Schools of Kent at [ddelafuente1@ciskent.org](mailto:ddelafuente1@ciskent.org) - positions are open until filled.