



Site Coordinator Job Description

Elevate Coweta Students, Inc.

Full Time

Must have a Bachelor's degree in Psychology or related field

Reports to: Elevate Coweta Students Executive Director and Program Director

Job summary: Coordinate and facilitate the provision of appropriate community resources to identified students to help them stay in school and graduate; encourage parent/guardian involvement in the educational process of their student; provide individualized support to students and families.

DUTIES AND RESPONSIBILITIES

Build and Maintain Effective Relationships

- Develop good working relationships with school staff, parents, volunteers and community partners
- Provide orientation and training for school staff, volunteers and community partners as needed
- Communicate with each school's Principal or designee on a regular basis to seek input and report on our programs progress
- Partner with all school staff that focus on student support services
- Community Outreach: Meet with community partners as needed, participate in our fundraising efforts and participate in staff/board member activities

Coordinate needed Services for Students and Families

- Assist in seeking resources for the school community and connecting resources to meet identified needs
- Coordinate with school staff to identify the social service, educational, vocational and cultural needs of students and families
- Design, implement and coordinate an array of programs, services and resources that will benefit students at risk, as well as the entire student population (Tier I and Tier III)
- Provide and document short term, crisis intervention services on an as needed basis

Provide Case Management Services

- Case manage 5% to 10% of the student population (depending on size of the school - Tier III). This includes developing a one-on-one relationship with these students, setting individual goals and planning supports to help students reach those goals, maintain open contact with parents/guardians, monitor progress with students **at least** once a month (some weekly, daily, etc.)
- Conduct home visits or school conferences (as needed) to build one on one relationships with students and families
- Provide appropriate referrals to outside agencies for students and their families
- Provide, or arrange for supports to help case managed students achieve their goals (Tutoring, mentoring, emotional support, professional mental health - when needed)
- Provide Tier I (school wide) Supports to reach at least 75% of the student population (ex. Abby's Angels Closet, guest speakers, activities to promote positive behavior and school climate, National Sign to College Week, etc.)
- Help to provide basic resources (food, clothing, hygiene products, school supplies, etc.) to any students/families.

Collect Data and Analyze Data

- Maintain all student level data as required by the Program Director. This includes the initial profile set up and baseline data, student progress monitoring- attendance, behavior, grades- every grading period, and entering **ALL** check-ins and supports provided to each student.
- Retain records for **ALL** services and activities provided
- Attend program meetings, training events, and other meetings as requested by the Program Director or Executive Director
- Carry out other duties as determined by your Program Director

Be available to assist both ELEVATE leaders and school administration with other tasks that help us meet our goals.