

Lead Student Support Coach Job Description

Title: Lead Student Support Coach
Location: Shelby Intermediate School
Reports To: Director of Programs and Operations
Status: Full-time, 40 hours per week

This is a 10-month position that is contingent upon the availability of grant funding and a satisfactory annual performance review.

Responsibilities

Responsible for overall program management and partnership development at a specific school site, the Lead Student Support Coach will use the Communities In Schools (CIS) Model to identify and assess the needs of identified youth and coordinate an attendance-, academic-, behavior- and family-engagement-focused program based on the Model. The Lead Student Support Coach will also be responsible for developing and coordinating attendance, behavior, and academic supports standards for support coaches across the organization.

Essential Functions (School-based)

- Collaborate with school staff to identify and prioritize school and student needs through the development of and participation in a School Support Team
- Conduct an annual needs assessment using multiple sources of data to be used as the foundation for a School Support Plan
- Plan and coordinate/execute programming at the site in response to school and student needs
- Develop relationships with parents/guardians and plan and execute family-engagement activities
- Foster community and volunteer relationships that are beneficial to the program
- Maintain program applications and other required paperwork
- Maintain student time and attendance data daily
- Complete CISDM data entry
- Follow reporting schedule and submit all required reports on time
- Attend required trainings
- Supervise site assistants/work-study students, directing their duties with the goal of maximizing supervision and program effectiveness
- Coordinate successful implementation of the CIS Model and TQS site standards
- Maintain positive relationships on the school site
- Raise awareness and understanding of CIS programming on the school site
- Other duties as assigned

Essential Functions (Team-based)

- Assist team members in development of school needs assessment, support plan, caseload growth, and volunteer recruitment
- Identify applicable Model-focused supports and coach team members in understanding and deployment of the supports
- Provide support to team members as they implement their site plans, ensuring they include all required aspects of the plan

The mission of Communities In Schools of Cleveland County is to surround students with a community of support, empowering them to stay in school and achieve in life.

- Verify that services, both schoolwide and for individual students, are being monitored and adjusted as required
- Other duties as assigned

Qualifications

Associate or bachelor's degree as well as experience working with at-risk youth or groups of students. Sensitivity to and strong concern for the needs of children, youth, and their families; technological proficiency in the Microsoft Office Suite as well as web-based computing; and criminal background check required.

Interested applicants should send a cover letter and résumé, including three current professional references, to Jan Kendrick at jan@cisofclevelandco.org. Application review will begin immediately, and the position will remain open until filled.