

JOB DESCRIPTION

POSITION TITLE: Community School Integrated Services Coordinator	JOB CODE: 398A
DIVISION: Academic	SALARY SCHEDULE: Coordinator
DEPARTMENT: Teaching & Learning/Leadership	WORK DAYS: 208
REPORTS TO: Principal	PAY GRADE: CC1 (5, 6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Works to improve graduation rates for all population subgroups within the school.	

REQUIREMENTS:

1.	Educational Level: Master's Degree required
2.	Certification/License Required: Must hold or be eligible for an administrative, teaching, social work, or counselor certificate offered by the Georgia Professional Standards Commission
3.	Experience: Minimum three (3) years successful educational experience working with students at any level; preferred experience with at-risk students
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Working knowledge of appropriate strategies for reducing behaviors that put students at risk of not graduating from high school; ability to communicate effectively with youth and adults; ability to analyze, develop, implement, and track intervention plans and strategies; knowledge of and the ability to analyze data, including that available from the Georgia Department of Education, the Governor's Office of Student Achievement, and from other sources; an understanding of the multiplicity of social services available in the community to support students at risk of not graduating; knowledge of alternative education opportunities, e.g., Communities In Schools, Credit Recovery, Plato, Georgia Virtual High School, etc.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Coordinates school-based wraparound services based on identified student needs.
3.	Manages wraparound center daily operations.
4.	Leads the school wraparound team to plan, support, implement, and coordinate wraparound services.
5.	Seeks new partnerships with community resources based on identified student needs.
6.	Communicates and builds relationships with community partners, key-stakeholders and volunteers.
7.	Initiates and reviews memorandums of understanding between the school and community partners.
8.	Mediates any contractual or management issues between the school and community partners (Provide support and guidance for school staff and partners in resolving issues related to service delivery, access, and coordination).
9.	Increases public awareness of services offered at the wraparound center.
10.	Seeks financial support through grant applications and community resources.
11.	Creates procedures for student induction/referral process and parent approval of services.
12.	Facilitates induction program for all new students and families.
13.	Continuously assesses student needs through interviews, surveys and data to identify additional community resources for center (Work with the school community (administrators, teachers, partner agencies, parents, and students) to identify barriers to learning, available resources, and gaps, and to develop programming that is community responsive).

14.	Coordinates with service providers within wraparound center.
15.	Facilitates the integration and coordination of site-based services, including programs and services in the areas of academic support services, behavioral support services, and counseling/family support services (Form partnerships with community agencies aligned with school goals, and bring services into the school (i.e. health, mental health, dental, afterschool, GED, arts etc.) for students and parents).
16.	Coordinates the allocation of space for student and family support services, and for special events.
17.	Conducts outreach to students and families about available resources and share how to refer, and regularly assess the effectiveness of outreach efforts.
18.	Identifies and links area social agencies with youth at-risk of not graduating and their parents/guardians.
19.	Manages and lead the development of new programs or projects, including service provider selection and program implementation and monitoring.
20.	Acts as a point person for agencies and programs interested in partnering with the school and help broker new partnerships that are aligned with school goals and needs.
21.	Develops partnerships with community organizations to support the goals of the high school graduation initiative.
22.	Performs additional responsibilities as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____