Communities In Schools
Rome-Floyd County

POSITION TITLE: SITE COORDINATOR

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Education, Social Work, Human Services or related field
- Strong interpersonal skills with being able to communicate with various populations
- Three to five years of experience working with students, parents, and teachers in an educational setting
- Strong computer skills including Microsoft Office (Word, Excel, Powerpoint)
- Acceptable criminal background check

ESSENTIAL DUTIES:

SCHOOLWIDE PROGRAM SUPPORT

- Manage a caseload of students to monitor academics, attendance, and discipline
- Assist the Guidance Counselor with student outreach and family support
- Manage the on-site Helping Hands Ending Hunger Food Pantry initiative
- Coordinate/provide support with special initiatives such as Teacher Appreciation Week, Career/Awards Day, Angel Tree, etc.
- Maintain contact with RCS alumni for school presentations and success data
- Compile a database of, and arrange for, motivational speakers to participate in programs

SCHOOLWIDE ADMINISTRATIVE SUPPORT

- Assist students with organizational and study skills
- Plan classroom guidance projects on goal setting, resume writing, careers, etc.
- Plan rewards, field trips, and incentives in coordination with staff and faculty

ATTENDANCE MONITORING SUPPORT

- Make correspondence to parents/guardians concerning student attendance
- Organize and conduct school/grade/class level focus area meetings
- Coordinate and provide incentive and reward system

PARENTAL ENGAGEMENT PROGRAMS

- Organize "Donuts for Dad" and "Muffins for Mom" -like events
- Schedule parents for special events (teacher luncheons, testing/lunchroom monitors, etc.)
- Organize grade level parent luncheons

SCHOOL MENTOR/VOLUNTEER PROGRAM

- Participate in the recruitment and training of community Mentors and Volunteers

CIS CARDBOARD CHALLENGE

- Assist in event planning, on-site support, and evaluation input toward the success of the annual event

DATA COLLECTION

- Work with school staff and CIS Georgia to collect and compile baseline data and results data on all students served by the CIS

This is a full-time position with benefits; Starting salary is $35,000-$40,000
The professional will be based at Rome Middle School

To apply, please email your resume to gwooten@cisrome-floyd.org. No phone calls please.