

# MOUNT VERNON HIGH SCHOOL

## SITE COORDINATOR

Communities In Schools of Whatcom-Skagit



*Our mission is to surround students with a community of support,  
empowering them to stay in school and achieve in life.*

### Overview

Communities In Schools of Whatcom-Skagit and the Mount Vernon School District are seeking dynamic community advocates and youth development leaders with exceptional initiative, who have a passion to build powerful relationships with youth and families, and the ability to steer the delivery of multiple projects and services in the Mount Vernon School District.

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| Location:          | Mount Vernon School District  |
| Reports to:        | CIS of Whatcom-Skagit Program Manager and School Principal  |
| Hours:             | 40 Hours/week; 10.5 months/year (six weeks off in the summer, with the option to work during summer through various summer programming opportunities). Up to two (optional) weeks off over school breaks. Occasional evening work included. |
| Wage:              | \$18.00-\$24.91 hourly (non-exempt); DOE  |
| Benefits:          | Medical, Dental, and Vision Insurance offered); Vacation & Sick Time, & Holidays  |
| Supervision:       | This position does not supervise other CIS or School District staff   |
| Reports to:        | CIS's Program Manager; School Site Administrator(s).  |
| Collaborates with: | Communications & Development Director (CIS)   |

### Description:

The Site Coordinator (SC) works in partnership with school Administrators, the Student Support Team, and teachers to identify students in need of additional readiness-to-learn support. The Site Coordinator acts as a liaison and/or broker to the resources necessary to improve academics and attendance, increase student resilience, school-bonding, and to increase positive behavior. Through individual and group activities, the SC supports students' whole self, determining individual supports that will meet the needs of each unique student. The SC brokers and/or provides confidential, developmentally appropriate, and culturally competent interventions, services and supports to students and families. The SC also works in partnership with community partners and other agencies to assure additional resources are available for students and families.

### Covid-19 Protocols:

Per current Washington State guidelines, and as a matter of personal, family, and community health, all CIS of Whatcom-Skagit employees are expected to be fully vaccinated against Covid-19.

### Responsibilities Include:

#### *School-based Services*

- In coordination with the school site team, implement the CIS Model of Integrated Student Supports that aims to address student needs, socio-economic disparities, while eliciting resilience and scaling up student/family assets through community building strategies.
- Coordinate the implementation of the annual site plan, needs assessment, program implementation, data tracking, and evaluation/reporting.
- In coordination with CIS's Development Team, secure community support and partners to meet school and students' needs.
- Provide and/or coordinate individual and group intervention for identified students, including a caseload referred by school staff of 30-45 students.

- As requested, provide school-wide activities during the school year, in collaboration with other partners.
- Provide support to parents/families of caseload students with Basic Needs, referrals, resource connections.
- Participate in school orientations, open houses, and parent events that support identified students and families.
- Promote cultural diversity and inclusion for ALL students and families, with special emphasis on activities that promote belonging, cross-cultural interfacing, and overlapping goals and aspirations among students and their families.

#### *Evaluation and Documentation*

- Document progress and track student and family outcomes.
- Produce CIS monthly, quarterly, and annual reports.
- Provide regular program information and accomplishments to the Executive Director, Development Director, and District personnel (upon request).

#### *Collaboration*

- Consult with school administrators, parents, and staff about students.
- Conduct surveys, assessments, and/or campaigns or initiatives that empower student voice and further connect students to their teachers and school environment.
- Interface with and address grant priorities with all CIS funding partners: SCHD, PeaceHealth, & others.
- Participate in interdisciplinary meetings with school staff, the CIS team, and other resource agencies.
- Reach out and develop partnerships with other agency service providers.
- Represent CIS at events and meetings.

#### **Desired Qualifications:**

- Bi-lingual, bi-cultural connection to the Spanish-speaking community.
- Knowledge of local Skagit County resources
- A blend of education and experience in the field of Youth Development and Community Building.

#### **Required Qualifications:**

- Demonstrated experience working with youth; knowledge of and passion for youth development. This can be demonstrated through work experience, volunteer experience, and/or formalized education.
- Candidates with H.S. Education and/or higher welcome to apply.
- Strong youth engagement and relationship-building skills.
- Strong initiative; self-motivated, with the ability to work well under minimal supervision.
- Commitment to social justice, promoting diversity and inclusion for ALL students and families regardless of race, color, national origin, gender/sexual orientation, religion, or disability.
- Strong organizational skills. Ability to balance multiple projects simultaneously, and coordinate individualized support for a caseload of 30-35 students.
- Strong verbal and written communication skills. Confidence in initiating communication (via phone, email, and in person) with school staff, parents, and community organizations.
- Flexibility, collaborative spirit. Ability to work cooperatively as a team member with school teachers and staff.
- Strong computer skills and working knowledge of Microsoft Office.
- Ability to lift 25lbs on an occasional basis.
- Reliable transportation for weekly meetings and a valid driver's license and proof of insurance.

Please send resume, cover letter, and contact information for three references addressed to: Ari Wright, Program Manager, at [hr@ciswhatcom-skagit.org](mailto:hr@ciswhatcom-skagit.org).

Applications accepted until the position is filled.

Communities In Schools of Whatcom-Skagit is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, sex/gender, familial status, disability or religion.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Work can involve extensive times sitting at a desk and working with a computer, monitor, keyboard and mouse. The successful applicant must also have a valid driver's license, auto insurance, and pass required background checks. This job description does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the job may change.*