TITLE:	United for Schools Site Coordinator - Wells Elementary School	**STATUS:**	Full-Time
REPORTS TO:	Student Success Director	**FLSA CLASSIFICATION:**	Exempt - Administrative
SUPERVISES:	N/A		

Position Summary:

United Way is a leading nonprofit organization in the Quad Cities region. We are committed to making a positive impact in our community by investing in programs that enhance education income, health and promote equity. Our mission is to mobilize people and resources to improve lives and create a community where everyone can access quality education, secure a good job, and enjoy a health life.

The United for Schools Site Coordinator plays a pivotal role in advancing the United Way Quad Cities (UWQC) mission through collaboration, community activation and targeted initiatives at partner Title 1 public schools.

As the Site Coordinator, this individual will be dedicated to accelerating student achievement and empowerment in Wells Elementary School, East Moline. He/She will foster meaningful partnerships with school staff, service providers, businesses, faith-based organizations and engaged individuals and groups to create a powerful network of support for students, ensuring they receive the resources and opportunities necessary for success.

The Site Coordinator working at Wells is responsible for implementation of integrated student services, wrap-around support and intervention plans in partnership with East Moline School District. The Site Coordinator will work directly with students and families to improve attendance, academics, and behavior, connecting school content to real world experiences, reinforcing positive patterns, character development, and discovering intrinsic motivation.

Essential Job Functions:

- Build and lead a school support team that collaborates with school administrators, teachers, and support staff in the implementation of the Communities In Schools Model. This process will include the building and nurturing of school staff relations, relationships between school and community, and the engagement of volunteers for the delivery of services, as well as leading the school support team in end-of-grading period and end-of-year reporting.
- Lead the annual CIS school needs assessment process. This process ensures the creation of a robust school needs assessment that includes data from overall school improvement initiatives, surveys, and discussions with staff, parents and students, and results from the previous year.
- Lead the development and implementation of the CIS school support plan. The plan will contain a measurable CIS-specific goal that clearly helps support the achievement of at least one goal in the school improvement plan. It will clearly outline plans for delivering school wide Tier I supports, targeted small group Tier II supports, and individualized Tier III supports aligned with this goal and student goals. It will also outline a process for monitoring, adjusting and evaluating and reporting program effectiveness.
- Maintain a student caseload. Ensure that students referred for caseload have needs and goals that align with the overall school goal. Conduct individual needs assessments, develop Individual student support plans, and coordinate the delivery of tiered supports to students on caseload. Monitor and adjust services based on data, document goal achievement.

- Lead the monitoring and adjustment of services. Lead the school support team in the systematic collection of program data, regularly monitoring, and adjusting services as needed.
- Participate in school-wide events, functions and duties as available and appropriate to role.
- Coordinate the scheduling, implementation and follow up for United Way education supports offered in the building.
- Build strong relationships with students, teachers and administrators.
- Establish and maintain relationships within the community that benefit the school and students.
- Actively engage stakeholders to support program planning and act as an advocate for students to encourage program participation and student achievement.
- Model and utilize best practices for family engagement to increase parent involvement and connectivity.
- Ensure that data is collected, monitor and analyze outcomes related to school goals and benchmarks of United for Schools determined in UFS Action Plan, such as: attendance, student discipline referrals, academic achievement, parental involvement, and program effectiveness.
- Prepare routine impact reports highlighting accomplishments and progress towards shared goals with school, investors, volunteers and community partners.
- Analyze data to guide ongoing individual service delivery and programmatic evaluations.
- Effectively manage resources, including program site budget, volunteers, partners, grants, and meeting all reporting requirements.
- Manage the recruitment, orientation and training of service provider and volunteers.
- Provide timely and ongoing recognition for investors, volunteers and partners.

Competencies for All Staff:

- Mission-focused
- Relationship oriented
- Collaborator
- Result-Driven
- Brand Steward

Education/Training:

- Bachelor's degree and 3 years of equivalent experience in education, social work or related fields.

Experience/Other Requirements:

- Ability to leverage develop strong relationships with community partners and school staff to achieve goals.
- Ability to respond to the needs of students and to meet those needs using measures that are appropriate and understandable.
- Ability to react quickly and adapt to changing situations with minimum disruption.
- Ability to organize and prioritize effectively.
- Experience in coordinating efforts and collaborating with variety of stakeholders for a shared agenda.
- Knowledge of community assessment and planning principles and methods.
- Excellent writing, editing, verbal, and presentation skills.
- Proficiency with MS Word, PowerPoint and Excel.
- Valid Driver's License, automobile insurance, and reliable transportation required

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I have read this job description and understand it and have received a copy.

_____ _____

Employee's Signature Supervisor's Signature

Date

Date

At United Way Quad Cities, we value every background, identity, and experience. We believe that a diverse team, informed by different cultures and perspectives, makes us stronger. We are committed to doing the work and challenging each other to be an organization in which everyone is respected and heard. We commit to providing genuine opportunities for all people to thrive. And we will continue to embed diversity, inclusion, belonging, and equality in everything we do.