

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

Position Summary:

United Way Quad Cities brings people together to solve problems and create opportunities, so everyone has the chance to learn, earn, and thrive. We work with schools, nonprofits, businesses, donors, and volunteers to help more children succeed in school, more families become financially stable, and more people stay healthy. Because when more people have the opportunity to succeed, our community is stronger.

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 Washington Elementary School, 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 Washington is responsible for implementation of integrated student services, wrap-around support and intervention plans in partnership with Moline School District, 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 providers 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.

Interested candidates should submit a cover letter and resume to Karrie Abbott at kabbott@unitedwayqc.org.