JOB TITLE: City Connects School Site Coordinator

FLSA CLASSIFICATION: Exempt (Professional), salaried position

WORK DAYS: 12 month

STANDARD HOURS PER DAY: 8 hours per day

SALARY SCHEDULE & BENEFITS: The City Connects School Site Coordinator is paid by salary and is eligible for benefits on the "Support Staff" benefits schedule.

REPORTS TO: Building Principal

SUPERVISES: Not applicable.

GENERAL SUMMARY:

MSD Warren is seeking professionals to implement the City Connects program within our school in partnership with Marian University. City Connects, a school-based collaboration among schools, community agencies, and Boston College, is reinvigorating a core function of schools by implementing an innovative model of systemic student support. City Connects assesses the strengths and needs of each student in the school and connects students with a tailored set of supports and resources from inside and outside the school.

ESSENTIAL FUNCTIONS:

1. Establish and lead a Student Support team and process in the school that identifies and responds to the strengths and personal developmental needs of each and every child in the school.
2. Connect students to a range of prevention, early intervention and intensive services programs that address the physical, emotional, cognitive, and social development of each student.
3. Develop and enhance community partnerships with varied community agencies to meet the identified needs of students, families, and the school.
4. Collaborate with school staff, including classroom teachers, to implement the City Connects model.
5. Promote the City Connects model of student support to the school community, families and community agencies.
6. Engage families and caregivers in understanding and supporting the education of their children and the ways in which academic outcomes are enhanced by serving the social / emotional and personal development needs of the child.
7. Collect data on the implementation of the model and the delivery of services.

NON-ESSENTIAL FUNCTIONS:

Other duties as assigned by the supervisor.

SKILLS AND PROFICIENCIES:

1. Demonstrate knowledge of laws, rules and policies which impact students, families and the school community creating protections and/or eliminating barriers to successful student outcomes.
2. Proven administrative interpersonal and leadership ability.
3. Ability to communicate effectively.
4. Good writing skills, clear and concise with correct grammar and spelling.
5. Ability to produce, analyze, interpret and summarize data.
6. Requires a high level of interpersonal, problem-solving, and analytical skills.
7. Ability to develop and interpret policy and procedures.
8. Ability to maintain relationships with different departments and agencies of the organization for proper coordination and service delivery.
9. Must possess excellent leadership and interpersonal skills.
10. Must possess strong written and verbal communication skills.
11. Requires the ability to take initiative, risk and meet objectives.
12. Culturally competent and able to work with people of different backgrounds and experiences.
13. Model appropriate workplace behaviors to program participants and staff members.
14. Knowledge of the Indianapolis social services network.
15. Ability to work collaboratively with a diverse staff, a diverse student body and families, as well as a team of professionals at both the school and the university.

ENTRY-LEVEL REQUIREMENTS:

1. **Education/Training:** Master's degree in Social Work
2. **Experience:** 3-5 years of experience working in a school setting or a related community or support services setting preferred. Communication skills via a second language, especially Spanish, are desired, but not required. Experience with an organization that uses data to guide practice.
3. **Certification and/or Licenses:** Licensed School Counselor, Licensed Pupil Adjustment Counselor, or Licensed Independent Clinical Social Worker (LCSW / LICSW)
4. **Other:** The ability to perform the essential functions and fulfill the physical/sensory/environmental requirements of the job (with or without reasonable accommodations) is required. Success in working with people in establishing goals, setting objectives and developing action plans to produce the expected results is expected. An annual performance evaluation will be completed by the direct supervisor.

Physical Requirements: Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing, walking, climbing, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

Sensory Requirements: Most tasks require visual perception and discrimination. Some tasks require oral communications ability. Some tasks require the ability to perceive and discriminate sounds.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Professional Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

The Metropolitan School District of Warren Township does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including transgender status, sexual orientation and gender identity), disability, age, military status, ancestry, or genetic information which are classes protected by Federal and/or State law (collectively, "Protected Classes") occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment.

I have read and understand the above job description.

_____
Print Name   Date

_____
Signature