

**THE BOARD OF EDUCATION OF THE  
COUNTY OF MERCER  
JOB DESCRIPTION**

35.1

**POSITION TITLE:** Community in Schools Site Liaison

**LOCATION:** Mercer County Schools

**DIVISION:** Support Services

**DEPARTMENT:** Support Services

**RESPONSIBILITY OR PURPOSE:**

To provide the requisite supports for targeted students to develop the social, emotional and behavioral skills necessary to experience a positive, productive and meaningful school experience.

**ACCOUNTABLE TO:** Principal

**REGULAR DUTIES:**

1. Create a new or designate an existing school support team to implement all components of the CIS Model (needs assessment, planning, site coordination, integrated student supports and case management).
2. Facilitate the annual needs assessment process including all data required for the CIS Model,
3. Develop and implement the CIS school support plan, ensuring its alignment with the school's strategic plan goals.
4. Support and coordinate the delivery of supports aligned with needs and goals that are based on best practice and risk factor research.
5. Case manages referred students.
6. Monitor and adjust services to maximize effectiveness and impact.
7. Use the Communities in Schools Data Management System (CISDM) to capture data and ensure fidelity to the CIS Model.
8. Competent with Microsoft products and Internet search engines.
9. Provide school, district and WV Department of Education leadership required reports.
10. Provide ongoing feedback for quality improvement. Confer with building administrator for the purpose of identifying students whose behavior is detrimental to their learning and the learning of others.
11. Observe identified students in various settings prior to beginning services.
12. Function as a member of the school instructional and student support staff.
13. Perform other duties as assigned by immediate supervisor.

**SPECIAL OR OCCASIONAL (COLLATERAL DUTIES):**

Participates in training sessions for the purpose of increasing job effectiveness.

**TOOLS AND EQUIPMENT USED:****WORKING CONDITIONS:**

Normal with some travel

**MINIMUM QUALIFICATIONS:**

1. Bachelor's Degree in Social Work or Psychology. Masters degree preferred.
2. Minimum five (5) years' experience working with early childhood or elementary age children in a school setting or comparable setting with focus on social, emotional and behavior supports.