

**Summers County Schools**  
**Job Description**  
**Communities in Schools Schools Facilitator**

**Position Summary:** Responsible for overall planning and managing Communities In Schools (CIS) operations at the schools in the implementation of the CIS model of integrated student supports.

**Qualifications:**

- Bachelor's Degree or demonstrated relevant equivalent experience in education, social work or related field.
- Drug test conducted pursuant to Summers County Board of Education Policy IV-H-1
- Criminal Background Check conducted pursuant to Summers County Board of Education Policy IV-G-4

**Term:** 204 Days

**Salary:** State Scale

**Report to:** School Principal

**Position Responsibilities:**

- Understand and apply basic child and adolescent development principles.
- Communicate and develop positive relationships with youth.
- Adapt, facilitate and evaluate age appropriate activities with and for the group
- Respect and honor cultural and human diversity
- Involve and empower youth
- Identify potential risk factors (in a program environment) and take measures to reduce risk
- Care for, involve and work with families and community
- Work as part of a team and shows professionalism
- Demonstrate the attributes and qualities of a positive role model
- Interact with and relate to youth in ways that support asset building
- Excellent verbal and written communication skills. Ability to speak effectively to guest, candidates or employees of the organization
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with abstract and concrete variables.
- Frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. May frequently lift and/or move at least 10 pounds of materials.
- Regular and satisfactory attendance and punctuality are required.
- 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, case management).
- Facilitate the annual needs assessment process including all data required for the CIS Model.
- Develop and implement the CIS school support plan, ensuring its alignment with the school's strategic plan goals.

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#### Communities in Schools Schools Facilitator

- Support and coordinate the delivery of supports aligned with needs and goals that are based on best practice and risk factor research.
- Case manage referred students
- Monitor and adjust services to maximize effectiveness and impact.
- Use the Communities In Schools Data Management system (CISDM) to capture data and ensure fidelity to the CIS Model.
- Competent with Microsoft products and Internet search engines.
- Provide school, district and WV Department of Education leadership required reports
- Provide ongoing feedback for quality improvement
- Other duties within the scope of the employee's skills and abilities as assigned by the supervisor.