



Communities In Schools of Chicago
815 West Van Buren Street, Suite 300
Chicago, IL 60607
PH: 312.829.2475
FX: 312.829.2610
www.cisofchicago.org

POSITION DESCRIPTION STUDENT SUPPORTS MANAGER

Communities In Schools (CIS) of Chicago is a nonprofit organization that works in partnership with Chicago Public Schools (CPS) and community organizations to help students stay in school and be successful. During the 2019-2020 school year, CIS of Chicago will partner with 175 Chicago public schools to connect more than 1,800 services and programs to more than 70,000 CPS students and their families by leveraging community partner programs and services. In addition, CIS of Chicago places full-time Student Supports Managers (SSMs) in 31 Chicago public schools – our Intensive School partners. Our staff in these schools provide intervention services to a caseload of 50 students (per school) who are at risk of dropping out, as well as connect support services to the whole school.

CIS of Chicago was founded in 1988, and is an affiliate of Communities In Schools, Inc., a national nonprofit organization with offices in more than 150 different cities.

The mission of Communities In Schools of Chicago is to surround students with a community of support, empowering them to stay in school and achieve in life. The vision of CIS of Chicago is to ensure that every public school student in Chicago graduates from high school prepared to succeed. The organization's core values are *Impact, Integrity, Relationships, and Social Justice*.

CIS of Chicago provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

###

The Student Supports Manager (SSM) position will implement the CIS of Chicago integrated student services program. Each SSM is placed in one Chicago Public School partner. The SSM will provide integrated student services addressing both school-wide prevention, education, and enrichment priorities as well as targeted and sustained support and interventions for individual students.

Responsibilities:

- Work collaboratively with school administrators, staff, teachers and other school partners in the planning and implementation of CIS of Chicago's integrated student supports model in coordination with broader school improvement strategies underway

- Work collaboratively with Field Supervisor and CIS team and participate in organization team meetings and group supervisions in service of providing an integrated student supports model
- Lead annual assessment process of needs for student and school community
- Lead the development and implementation of the school support plan, including defining measurable objectives and procedures for delivering services
- Provide and coordinate the delivery of evidence-based services across all three tiers based on best practice and risk-factor research
- Research, cultivate, and manage connection of community partners to meet school and student needs
- Manage the consent/enrollment process and create individualized student plans for participating students
- Maintain detailed records of school and agency partnerships and student needs, interventions, and progress through the use of tailored database systems and student files
- Regularly monitor and adjust services as needed, to maximize effectiveness and impact
- Evaluate the effectiveness of services as measured by achievement of school benchmarks and student individualized goals
- Generate reports for CIS of Chicago, school, and agency partners
- Represent and promote CIS of Chicago through site visits, speaking engagements, participation in community events, and occasional media opportunities
- Work collaboratively across teams and departments within CIS of Chicago in service of our mission
- Assist with other organizational and project activities, as needed

Desired skills and abilities:

- Knowledge of child and adolescent development principles utilizing a trauma-informed lens
- Experience delivering individual and group services and interventions
- Experience with restorative practices, school-level attendance and behavior improvement strategies, and student-centered supports
- Cultural competency in effectively working with and serving people differing in value systems, ethnicity, cultural backgrounds, language capabilities, and abilities
- Flexibility to work in both elementary and high school settings
- Solutions-oriented ability to navigate complex school environments
- Ability to work both collaboratively and independently
- Ability to innovate and take initiative
- Effective management of multiple tasks and priorities
- Strategic thinking while working toward practical goals and outcomes
- Flexibility to accommodate evolving and unanticipated needs
- Cultivate meaningful partnerships while setting clear expectations
- Strong written and oral communication skills
- Excellence in communicating with diverse audiences
- Detail-orientation and commitment to follow-up and follow-through
- Solid computer skills including Microsoft Word, Excel and PowerPoint as well as database experience

Qualifications:

- Master’s Degree in Social Work or Counseling preferred
- At least three years of experience working with adolescents, their families, and urban public schools is highly desired
- Minority candidates strongly encouraged to apply
- Bilingual candidates encouraged to apply
- Must have a valid driver’s license, proof of insurance and daily/reliable access to a vehicle
- A criminal background check and verification of past employment and education is required; in addition, candidates may not be on the CPS “Do Not Hire” list

Reports to:

Field Supervisor, CIS of Chicago – primary
Principal, Assigned school site – secondary

Work Environment: The position will be primarily located in assigned Chicago public school site. Schools sites are either elementary or high school and are located throughout the city of Chicago. Training, weekly group supervision and team meetings, and monthly staff meetings will occur primarily at the CIS of Chicago office.

Schedule: This position is a full-time, 11-month position (August through June) and follows CIS of Chicago’s holiday and vacation time calendar and corresponding policies (versus that of CPS).

Start Date: ASAP

To apply or for further information, please write or email (no faxes or phone calls):

Director of Integrated Student Supports
Communities In Schools of Chicago
815 West Van Buren Street, Suite 300
Chicago, IL 60607
jobs@cisofchicago.org – Please write “Student Supports 2020” in the subject line to ensure that your materials get directed appropriately

Submit a cover letter and resume to the addresses above to be considered.