



Communities In Schools of Chicago
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POSITION DESCRIPTION

Freshmen Rising Coordinator

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 2020-2021 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 30 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.

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CIS of Chicago will expand the Intensive Program to provide supports for rising 9th grade students previously enrolled in the Intensive Program during the 2019/2020 school year. We are seeking one (1) Freshmen Rising Coordinator to manage this new initiative.

The Freshmen Rising Coordinator will work collaboratively with the Field Supervisor-Special Projects Manager to offer case management support, group services, and parent outreach to an assigned caseload of students. The Freshmen Rising Coordinator serves in a critical role of support during the transition from elementary school to high school. Newly promoted ninth graders who were previously enrolled with CIS, who are attending Chicago Public Schools (CPS) high schools where CIS of Chicago does not have a full time Student Supports Manager, will be eligible to participate in this initiative.

The Freshmen Rising Coordinator will build connections with administrators at various CPS schools, enroll and maintain a caseload of 80+ students, and deliver curriculum content with an expressed goal of keeping students on track during their Freshman year of high school. This position will be a touchpoint for students to maintain a connection to CIS of Chicago and help students build valuable foundational skills that will be useful throughout their high-school career to graduation, and beyond.

Start Date: August 3, 2020

Freshmen Rising Coordinator Responsibilities:

- Work collaboratively with school administrators, faculty and other school partners in the planning and implementation of the CIS of Chicago's integrated student supports model; build appropriate relationships with school administrators across varied school sites
- Effectively manages a large caseload of students and parents providing case management support.
- Provide and coordinate the delivery of evidence-based services across two tiers based on best practice and risk-factor research (tier 2-group supports, tier 3-one-on-one student and guardian supports).
- Effectively deliver evidence-based group curriculums and material in both virtual and in-person formats with students.
- Manage the consent/enrollment process and create individualized student plans for participating students. Regularly monitor and adjust services to maximize impact.
- Maintain detailed student records inclusive of engagement, interventions, and progress via tailored database systems. Manage data entry and analysis for CIS model and Freshman On Track metrics
- Maintain consistent and appropriate relationships with students' guardians.
- Evaluate the effectiveness of services as measured by achievement of student individualized goals.
- Represent and promote CIS of Chicago through site visits, speaking engagements, participation in community events, and occasional media opportunities.
- Build connection with other city initiatives that are focused on Freshman On Track programming
- Generate reports for CIS of Chicago, school, and agency partners.
- Work collaboratively across teams and departments within CIS of Chicago in service of our mission.

- Assist with other organizational and project activities as needed.
- This position requires the capacity to travel to multiple school sites daily.

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.
- Highly skilled in project management (strong organizational and time-management practices. Flexibility to accommodate evolving and unanticipated needs)
- Ability to develop and effectively navigate appropriate boundaries with stakeholders. Solution-oriented approach to navigating complex school environments
- Excellence in communicating and public speaking with diverse audiences; skilled ability to articulate CIS messaging and CIS model of service delivery. Strong written and oral communication skills.
- Competency working effectively with and serving people differing in value systems, ethnicity, cultural backgrounds, language capabilities, and abilities (cultural competency).
- Ability to work both collaboratively and independently. Capacity to innovate and take initiative.
- Strategic thinking while working toward practical goals and outcomes.
- Cultivate meaningful partnerships while setting clear expectations.
- 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, or equivalent required.
- At least five years of experience working with adolescents, their families, and urban public schools highly desired.
- Minority candidates strongly encouraged to apply.
- Bilingual candidates strongly encouraged to apply.
- Must have a valid driver's license, reliable car, and proof of insurance.
- A criminal background check and verification of employment and degrees is required.
- Clearance by Chicago Public Schools and does not appear on the CPS DO NOT HIRE list.

Reports to:

Field Supervisor-Special Projects Manager, CIS of Chicago

Work Environment: The position will be primarily located in the field, traveling to varied Chicago public school sites. Schools sites are primarily high school sites, will require some engagement at elementary school sites, 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, and also via virtual platforms.

Schedule: This position is a full-time, year-round position and follows CIS of Chicago's holiday and vacation time calendar and corresponding policies (versus that of CPS).

Start Date: August 3, 2020

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

Senior Director of Intensive Student Supports
Communities In Schools of Chicago
815 West Van Buren Street, Suite 300
Chicago, IL 60607
jobs@cisofchicago.org – include “Freshmen Rising 2020” in the subject line