

**COMMUNITIES IN SCHOOLS/EMPOWERMENT ZONE**  
**Safe Schools Healthy Students Millville Regional Collaborative**

**Three Levels of Employment**

1. **Supervisor** - is responsible for the management of a Safe Schools Healthy Students School Site and supervision of seven CIS/EZ Safe Schools Healthy Students personnel. Reports to the CIS/EZ Director.
2. **Specialist** - is responsible for the management of a Safe Schools Healthy Students School Site and specializes one of the six elements. Reports to the CIS/EZ Director
3. **Site Coordinator** - is responsible for the management of a Safe Schools Healthy Students School Site. Reports to the CIS/EZ Director

**GENERAL DUTIES:**

**ALL** - Be responsible for achieving the stated goals and objectives the Safe Schools and Healthy Students Initiative.

1. **Supervisor** - Be responsible for the day-to-day supervision and management of the SSHS school site project, and work closely with the school staff, community agencies, parents/families, and the students to assure coordination of the community's services for the benefit of the students and their families. **AND** be responsible for the day-to-day supervision and management of seven CIS/EZ Site Coordinators. Responsibilities may include but are not limited to activities concerning time and attendance, timely submission of reports, and dissemination of information.
2. **Specialist** - Be responsible for the day-to-day supervision and management of the SSHS school site project, and work closely with the school staff, community agencies, parents/families, and the students to assure coordination of the community's services for the benefit of the students and their families. **AND** be responsible for an element area of specialty within the Safe Schools/Healthy Students focus. Represent the Millville SSHS Regional Collaborative at community meetings, develop expertise in the area, train others as appropriate, and staff a subcommittee of the SSHS Community Collaborative.
3. **Site Coordinator** - Be responsible for the day-to-day supervision and management of the SSHS school site project, and work closely with the school staff, community agencies, parents/families, and the students to assure coordination of the community's services for the benefit of the students and their families.

**Supervisor Only - SPECIFIC DUTIES:**

- Supervise seven CIS/EZ Site Coordinators as assigned, ensuring time and attendance, submission of reports, and dissemination of information.

**Specialist Only - SPECIFIC DUTIES:**

- Attend community meetings in area of specialty.

- Attend trainings and offer trainings in the area of specialty.
- Staff a subcommittee of the SSHS Community Collaborative in the area of specialty.

**Supervisor, Specialist and Site Coordinator - SPECIFIC DUTIES:**

- Work closely with the CIS/EZ Director or designee, implementing his/her directives and policies and reporting back to him/her thoroughly and regularly (i.e., monthly report, problems too large to handle, financial matters);
- Coordinate and attend all project events;
- Supervise, direct, monitor and help evaluate all members of the project team (assigned school personnel, agency staff, volunteers, student interns and CIS/EZ employees) and make certain that project team members adequately document their activities and services, and that the project's management information is maintained properly;
- Establish and maintain harmonious, effective working relationships with the principal and all other school personnel;
- Coordinate and monitor the creation and implementation of individualized student/family plans for each assigned student needing case management by CIS/EZ and maintain updated, current student files;
- Monitor all education, health, and human services received by case managed students and their families, to ensure that they are delivered in a personal, accountable and coordinated manner;
- Assist with the orientation and in-service training of the project team and other school personnel;
- Coordinate the design and implementation of special classes, programs, and extracurricular activities for SSHS students including the involvement of mentors, tutors, guest speakers and other volunteers;
- Attend all meetings called by the CIS/EZ executive director/ collaborative coordinator and the principal;
- Provide program and student data to CIS/EZ executive director/collaborative coordinator;
- Write and submit end-of-year report and proposed campus plan for following year;
- Implement and adhere to established CIS National Quality and Standards guidelines for Project Site operations within the SSHS framework.
- Seek out, write and submit grant proposals for the Millville Regional Collaborative to further mission and resources available to students at school site.

- Carry out all other duties and assignments as determined by the CIS/EZ executive director.

**Qualifications for the position of site coordinator include:**

Supervisor	Specialist	Site Coordinator
<ul style="list-style-type: none"> <li>■ Bachelor’s required (master’s preferred) 5+ years demonstrated experience in public administration, education, social sciences, or related field;</li> <li>■ Excellent writing skills; excellent interpersonal and communication skills; Strong management and organizational skills; and Familiarity with education, health and human services.</li> <li>• Detail and task oriented; resourceful; able to meet deadlines; able to work under stress; and able to work as a team member.</li> </ul> <p>Salary range - \$30,000 – \$38,000</p>	<ul style="list-style-type: none"> <li>■ Bachelor’s required (master’s preferred) 4+ years demonstrated experience in public administration, education, social sciences, or related field;</li> <li>■ Excellent writing skills; excellent interpersonal and communication skills; Strong management and organizational skills; and Familiarity with education, health and human services.</li> <li>• Detail and task oriented; resourceful; able to meet deadlines; able to work under stress; and able to work as a team member.</li> </ul> <p>Salary Range – \$28,000 to \$36,000</p>	<ul style="list-style-type: none"> <li>■ Associate required (bachelor preferred) 3+ years demonstrated experience in public administration, education, social sciences, or related field;</li> <li>■ Excellent writing skills; excellent interpersonal and communication skills; Strong management and organizational skills; and Familiarity with education, health and human services.</li> <li>• Detail and task oriented; resourceful; able to meet deadlines; able to work under stress; and able to work as a team member.</li> </ul> <p>Salary Range - \$22,000 - \$30,000</p>