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:**

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Specialist</th>
<th>Site Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Bachelor’s required (master’s preferred) 5+ years demonstrated experience in public administration, education, social sciences, or related field;</td>
<td>- Bachelor’s required (master’s preferred) 4+ years demonstrated experience in public administration, education, social sciences, or related field;</td>
<td>- Associate required (bachelor preferred) 3+ years demonstrated experience in public administration, education, social sciences, or related field;</td>
</tr>
<tr>
<td>- Excellent writing skills; excellent interpersonal and communication skills; Strong management and organizational skills; and Familiarity with education, health and human services.</td>
<td>- Excellent writing skills; excellent interpersonal and communication skills; Strong management and organizational skills; and Familiarity with education, health and human services.</td>
<td>- Excellent writing skills; excellent interpersonal and communication skills; Strong management and organizational skills; and Familiarity with education, health and human services.</td>
</tr>
<tr>
<td>- Detail and task oriented; resourceful; able to meet deadlines; able to work under stress; and able to work as a team member.</td>
<td>- Detail and task oriented; resourceful; able to meet deadlines; able to work under stress; and able to work as a team member.</td>
<td>- Detail and task oriented; resourceful; able to meet deadlines; able to work under stress; and able to work as a team member.</td>
</tr>
<tr>
<td>Salary range - $30,000 – $38,000</td>
<td>Salary Range – $28,000 to $36,000</td>
<td>Salary Range - $22,000 - $30,000</td>
</tr>
</tbody>
</table>