



EMPLOYEE NAME: _____

Created: 5/09; Revised 10/11; 5/15; 5/19

JOB DESCRIPTION

POSITION TITLE: Services Coordinator	JOB CODE: 408B
DIVISION: Leadership	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Leadership/Alternative Education	WORK DAYS: 238
REPORTS TO: Academic Learning Coordinator/Principal	PAY GRADE: Rank I (NK09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates activities that guide Cobb Horizon High School students toward the fulfillment of their potential for academic, physical, intellectual and social-emotional growth and maturation, and also serves as liaison between Communities In Schools (CIS) and Cobb County School District.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree required
2.	Certification/License Required: Valid Georgia Driver’s License and proof of vehicle liability insurance
3.	Experience: Minimum of 1 year experience in education, social work, human services or a related field required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; math aptitude, analytical skills, leadership and supervisory skills, MS Office skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Develops and implement procedures for accounting for student attendance.
3.	Conducts home visits when students are absent more than three days.
4.	Ensures that PLC volunteers and mentors are recruited, screened, trained and supported.
5.	Maintains a central schedule of volunteer placements and activities and coordinates all special events and programs with the academic coordinator/principal.
6.	Gathers and arranges information and placement for students in colleges, technical schools, internships, armed services in accordance with students’ individual developmental plan.
7.	Leads, coordinates and monitors the delivery of Level 1 and Level 2 evidence-based services that is targeted and sustained based on best practice and risk factor research.
8.	Ensures appropriate updates of the student data profile is entered in CISDM weekly.
9.	Leads in the development and implementation of the site plan.
10.	Uses the annual needs assessment data results to evaluate the effectiveness of services as measured by achievement of school and student individualized goals.
11.	Attends all CISMCC and CIS GA training.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____