



Communities In Schools of Randolph County PH: 336.625.0008
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**Qualified candidates send resume and cover letter to Executive Director Paula Owens at powens@cisrandolph.org
NO PHONE CALLS, PLEASE.**

May 20, 2024

**STUDENT SUPPORT SPECIALIST
Randolph County Schools' Site
Part time (.8 FTE: 32 hours weekly)**

Start Date August 5, 2024

GENERAL DUTIES

Responsible for overall program management of the assigned CISRC site(s).

SPECIFIC DUTIES

Student Services: Collaborate with school staff to assess, identify and prioritize student needs and make appropriate linkages to needed academic, physical, or social services to children in need. Maintain open lines of communication and good working relationships with school personnel. Develop and implement the annual school needs assessment and school support plan. Enter student case plans into the CIS Data Management System (CISDM) for all students receiving Tier Two or Three Services.

Volunteers: Successfully recruit, train, and retain community volunteers. Provide overall scheduling and coordination of volunteer/student relations. Serve as a communication conduit for gathering/exchanging information. Successfully match and retain volunteers with students to meet identified needs.

Data Collection/Evaluation: Regularly track all Tier One and Tier Two services and student outcomes in CISDM. Ensure that all paperwork and electronic documentation is current. Prepare data on progress toward implementing the annual school support plan as well as progress toward achieving goals stated in the annual plan. Provide this data quarterly to school leadership and Executive Director.

Staff Relations: Report to Executive Director. Work collaboratively with all CIS staff to maintain a positive CIS image. Understand and demonstrate the mission and goals of CIS. Regularly report necessary program information to the Executive Director in order to provide a comprehensive overview of services and outcomes.

Community Networking: Present the CIS mission, vision, and initiatives within the community. Provide networking opportunities for volunteers and community partners. Provide leadership in securing community resources beneficial in improving student's physical and academic needs.

Professional Development: Attend CIS state and national meetings and trainings as appropriate with emphasis on program development, technology, and data collection and evaluation.

QUALIFICATIONS

Bachelor's Degree or demonstrated relevant equivalent experience in education, social work, or related field. Experience in working with school-age children preferable. Ability to work with diverse cultural backgrounds. Effective written and verbal communication skills. Willingness and ability to tutor students. Familiarity with local health and human service agencies. Flexibility, resourcefulness, enthusiasm, and high energy. Must have a valid NC driver's license and automobile insurance. Criminal background check required for all position finalists.