November 7, 2017

**Student Support Specialist**  
Randleman High School  
Full-time

**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 site plan. Enter student case plans into the CIS Data Management System (CISDM) for all students receiving Tier Two and Tier 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 services and student outcomes in CISDM. Ensure that all paperwork and electronic documentation is current. Prepare data on progress toward implementing the annual site plan as well as progress toward achieving goals stated in the annual site plan. Provide this data at specified times to site 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, 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, preferably high school ages. 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. Ability to navigate Microsoft Office programs and Google Drive, in addition to internal data management system (CISDM). Flexibility, resourcefulness, enthusiasm, and high energy. Must have a valid NC driver’s license and automobile insurance. Criminal background check required.