



Communities In Schools of New Mexico Student Success Facilitator

Position Description

Reports to: Program Director

Classification: Full-time, Exempt (10-month annual work schedule based on the Albuquerque Public School District calendar)

Compensation: \$50,000 - \$60,000 based on qualifications and experience

Organizational Mission Summary

Communities In Schools of New Mexico's mission is to surround students with a community of support, empowering them to stay in school and achieve in life. The heart of Communities In Schools' work is the development of trusting, long-term relationships with students, families, parents, school staff, and community partners and stakeholders, leading to a strong, comprehensive community and school vision for supporting vulnerable children on the path to success. Our organization's primary goal is to mitigate obstacles that impede a child's social-emotional development and readiness to learn, in order to promote academic success, high school graduation, a pathway to college/career and opportunities to lead a productive and fulfilling life. Communities In Schools expects staff members to follow the schedule and expectations of the school district and adhere to all safety protocols and requirements, at all times.

Position Summary

The Student Success Facilitator at Freedom High School and the School on Wheels works in close collaboration with these two school-based teams and community partners to address individual student needs in the areas of attendance, academics, basic needs, family engagement, and social-emotional learning and well-being. The Student Success Facilitator implements the Communities In Schools model designed to connect students and families with the right supports and resources.

Student Success Facilitator Responsibilities

- Lead the annual Communities In Schools Needs Assessment process in collaboration with school staff. The Student Success Facilitator uses data, surveys and interviews to identify assets, challenges and needs of the school and its students in partnership with stakeholders.
- Develop a School Support Plan that aligns with each of the Communities In Schools key indicators.
- Identify and bring community services into the school where they can be accessed by students and families, to include establishing food pantries and other basic needs services.
- Collaborate with school administrators and staff members to identify student needs and implement appropriate supports.

- Maintain a caseload of students to assess individual needs and assets, create individualized plans and coordinate service delivery.
- Manage, collect and enter information into the CIS database and complete all monthly and quarterly reporting in a timely manner to school and affiliate leadership.
- Other duties as assigned by the executive director, supervisor and school principal within the scope of work.

This role requires the use of strong independent judgment, discretion, adaptability and self-motivation with respect to matters of significance. Primary work tasks are non-manual in nature and focused on serving CISNM's clients, students, families, and community partners in a dynamic and evolving work environment.

MINIMUM QUALIFICATIONS

- Bachelor's or master's degree in social work or related field required
- At least two years of one-on-one case management required
- Demonstrable experience working with high school-aged youth required
- Bilingual Spanish/English preferred

MINIMUM COMPETENCIES

- Demonstrable commitment to social justice and equity
- Demonstrable commitment to quality education and youth development
- Demonstrable ability to take initiative and be tenacious in problem-solving
- Strong organizational skills and ability to multitask
- Strong and patient communication skills and collaborative spirit
- Experience using Google Workspace
- Database system experience preferred; willingness to learn the CIS data management system for data tracking required

PHYSICAL REQUIREMENTS

- Work Environment: In person at school; lifting Requirement up to 15 pounds
- Travel Requirements: Weekly travel between two school sites; staff meetings and trainings in Santa Fe
- Reliable transportation
- Pass school district background checks

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Communities In Schools is committed to a workforce that is representative of the varied communities we are privileged to serve. We provide a work environment that does not discriminate based on race, color, national origin, gender, age, sexual orientation, gender identity or expression, marital status, mental or physical disability or any other basis protected by applicable law.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by the Executive Director or supervisor as required.

Work Location: In person