



## 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 school calendar)

Compensation: \$50,500 - \$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 works in close collaboration with a school-based team and community partners to address school-wide and 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 the school, 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.
- Implement the Communities In Schools model designed to deliver the right degree of support where needed.
- Identify and broker services in the community and bring them into the school where they can be easily accessed by the students and families.

- Develop relationships with partner organizations and act as a liaison between them and the school.
- Participate in the School Wellness Team to identify needs of students 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.
- Navigate students and parents with high needs through Unite Us, a person-centered care coordination platform and a hands-on community engagement database for the Santa Fe city and county CONNECT network.
- 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, and self-motivation with respect to matters of significance. Primary work tasks are of a non-manual nature dedicated to serving CISNM's clients and constituents.

### **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

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree (or equivalent experience); bachelor's or master's degree in social work or related field preferred
- Bilingual Spanish/English Preferred
- Experience working with children in an educational or youth development setting
- Demonstrable experience working with relevant school-age students is required

### **PHYSICAL REQUIREMENTS**

- Work Environment: Office/School/Community; Lifting Requirement: up to 20 pounds
- Travel Requirements: Minimum travel, including training, home visits, field trips, etc.

- 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