



Position Description Student Supports Manager

Communities In Schools of Chicago (CIS of Chicago) is a nonprofit organization dedicated to working in partnership with the Chicago Public Schools (CPS) and community organizations to improve student success. During the 2017-2018 academic year, CIS of Chicago expects to connect 1,400 support services and programs to 65,000 CPS students and their families at 146 Chicago Public Schools. Connected services include health services and education, violence-prevention, and arts and academic enrichment programs. In ten of our partner schools (Intensive Partner sites), CIS of Chicago places highly-trained, full-time staff members to provide integrated student services addressing school-wide prevention as well as targeted and sustained support and interventions for individual students with high-need. Formal evaluations of this work has consistently revealed statistically and educationally significant positive impacts on student academic achievement and graduation rates.

CIS of Chicago is an affiliate of Communities In Schools, Inc., the nation's premier dropout prevention organization, with offices in more than 150 different cities and communities. CIS of Chicago has recently been selected by the national organization as one of ten affiliates to participate in a new Growth and Impact Initiative. Participation in this initiative will accelerate our growth so that we will serve more than 75,000 students in more than 170 CPS schools by 2021.

- **The Mission** of Communities In Schools is to surround students with a community of support, empowering them to stay in school and achieve in life.
- **The Vision** of CIS of Chicago is to ensure that every public school student in Chicago graduates from high school prepared to succeed.
- **Core Values:** Impact, Integrity, Social Justice, and Relationships.

CIS of Chicago is seeking a Student Supports Manager (SSM) to implement our integrated student services program. CIS of Chicago places SSMs in CPS school sites to provide integrated student services addressing both school-wide prevention, education and enrichment priorities as well as targeted and sustained support and interventions for individual students. Each school-based SSM will work in one school in Chicago to establish and maintain this school-based program.

Start Date: Available Immediately

Responsibilities:

- Work collaboratively with school administrators, staff, teachers and other school partners in the planning and implementation of CIS of Chicago's integrated student supports model in coordination with broader school improvement strategies underway.
- Lead annual assessment process of needs for student and school community.
- Lead the development and implementation of the school support plan, including defining measurable objectives and procedures for delivering services.

- Provide and coordinate the delivery of evidence-based services across all three tiers based on best practice and risk-factor research.
- Research and cultivate potential community partners to meet school and student needs.
- Manage the consent/enrollment process and create individualized student plans for participating students.
- Maintain detailed records of school and agency partnerships and student needs, interventions, and progress through the use of tailored database systems.
- Regularly monitor and adjust services as needed, to maximize effectiveness and impact.
- Evaluate the effectiveness of services as measured by achievement of school benchmarks and student individualized goals.
- Generate reports for CIS of Chicago, school and agency partners.
- Represent and promote CIS of Chicago through site visits, speaking engagements, participation in community events, and occasional media opportunities.
- Work collaboratively across teams and departments within CIS of Chicago in service of our mission.
- Assist with other organizational and project activities, as needed.

Desired skills and abilities:

- Knowledge of child and adolescent development principles utilizing a trauma-informed lens;
- Experience delivering individual and group services and interventions;
- Experience with restorative practices, school-level attendance and behavior improvement strategies and student-centered supports;
- Cultural competency in effectively working with and serving people differing in value systems, ethnicity, cultural backgrounds, language capabilities, and abilities;
- Solution-oriented ability to navigate complex school environments;
- Ability to work both collaboratively and independently;
- Ability to innovate and take initiative;
- Effective management of multiple tasks and priorities;
- Strategic thinking while working toward practical goals and outcomes;
- Flexibility to accommodate evolving and unanticipated needs;
- Cultivate meaningful partnerships while setting clear expectations;
- Strong written and oral communication skills;
- Excellence in communicating with diverse audiences;
- Detail-orientation and commitment to follow-up and follow-through; and
- Solid computer skills including Microsoft Word, Excel and PowerPoint as well as database experience.

Qualifications:

- Master's Degree in Social Work preferred, Education, Counseling, or other youth development field may be also considered.
- At least three years of experience working with adolescents, their families, and urban public schools is highly desired.
- Minority candidates strongly encouraged to apply.
- Bilingual candidates encouraged to apply.
- Must have a valid driver's license, car, and insurance.
- A criminal background check and verification of employment and degrees is required.

Reports to:

Intensive Program Field Supervisor, CIS of Chicago – primary
Principal, assigned school site – secondary

Work Environment: The position will be primarily located in assigned Chicago public school site. Training, weekly group supervision and team meetings, and monthly staff meetings will occur primarily at the CIS of Chicago office.

To apply or for further information, please write or email (no faxes or phone calls please):

Director of Strategy and Planning
Communities In Schools of Chicago
815 West Van Buren Street, Suite 300
Chicago, IL 60607

jobs@chicagocis.org – please write “Student Supports 2017” in the subject line to ensure that your materials get directed appropriately