



## PROGRAM DIRECTOR POSITION ANNOUNCEMENT

### ORGANIZATION SUMMARY

Communities In Schools of New Mexico (CIS) places full-time Site Coordinators in public schools to help increase graduation rates. Site Coordinators evaluate and implement school-wide and individual supports based on six areas: attendance, academics, behavior, social/emotional learning, basic needs and parent engagement. Site Coordinators build trusting relationships with students, families, and school administration to help foster community and improve school culture. CIS currently serves 4,800 students in eight Santa Fe schools, and will increase to eleven schools in the next two years. CIS is a state affiliate of Communities In Schools National, the nation's number one dropout prevention program.

### POSITION SUMMARY

This exciting and challenging role oversees the Site Coordinator Program, including staff supervision and support, data analysis and program assessment, and general program management. This person works as part of a team with a second Program Director and the Executive Director to ensure Communities In Schools' framework for student success is implemented at each school we serve. Program Directors report to the Executive Director.

### RESPONSIBILITIES

#### **Staff Supervision and Support**

Each Program Director directly supervises a cohort within the Site Coordinator Team. The two Program Directors and Executive Director work together on bigger-picture supervision matters.

- Meet regularly with Site Coordinators at their school sites. Ensure Site Coordinators clearly understand their roles and responsibilities and abide by CIS expectations and school-based policies. Ensure each Site Coordinator has adequate support, resources, and training. Address day-to-day concerns and consult with other Program Director and Executive Director as needed.
- Plan and execute Site Coordinator trainings, annual reviews, and annual retreat. Lead staff meetings. Identify and organize ongoing professional development opportunities for Site Coordinator Team.
- Ensure positive relationships with each school's leadership and wellness teams through regular meetings with school and district staff.
- Work with Site Coordinators and CIS Volunteer Coordinator to ensure volunteer program at school sites runs smoothly.
- Hire program related staff when needed and oversee new hire orientation plans.

#### **Data Analysis and Program Assessment**

CIS is an evidence-based organization. CIS Program Directors are responsible for maintaining the CIS data management system and overseeing monthly and quarterly data collection. Program Directors work in tandem

with the Executive Director to engage in ongoing program assessment and strategic guidance of the Site Coordinator Program.

- Gain a strong understanding of CIS's key indicators of student success (academics, attendance, behavior, social-emotional learning, basic needs and parent engagement), as well as the unique challenges faced by the students and families of Santa Fe's public schools.
- Gain a strong working knowledge of the CIS database, including data entry workflows, running and reading reports, and technical troubleshooting. Knowledge must suit the ability to train new site coordinators on the system.
- Learn SFPS data sources, Powerschool and Schoolzilla.
- Ensure that Site Coordinators are trained on CIS and SFPS database systems, understand CIS data entry and reporting procedures, and are able to meet data deadlines.
- Monitor all metric goal setting and data collection processes, and provide quality assurance of data sets.
- Examine both qualitative and quantitative data to assess the organization's outputs, outcomes, and impact annually and over time.
- Engage in ongoing strategic conversations and initiatives to maximize program effectiveness.

### **General Program Management**

The two CIS Program Directors collaborate on day-to-day management of the Site Coordinator Program.

- Ensure program and school site compliance with current CIS National Total Quality (TQS) Standards.
- Collaborate with Santa Fe Public Schools staff including principals, district leadership, data analysts, and school-based staff to ensure Site Coordinator Program complements district efforts and aligns with district priorities.
- Serve as a liaison with community partners and other organizations.
- Create annual program calendar.
- Create, implement, and maintain all program materials, including but not limited to training manuals, data collection and reporting tools, and resource binders. Tailor CIS National materials for local use when appropriate.
- Create and provide reports on program activities to CIS staff and board, Santa Fe Public Schools, funders, and community partners as needed. Ensure compliance with grant scope of work and reporting requirements.
- Participate in the production and planning of community partner and volunteer appreciation events.

### **General Tasks**

These general tasks are expected of all CIS staff members.

- Maintain organized file storage in Dropbox.
- Represent CIS at events and meetings as necessary.
- Help with production of CIS annual reports.
- Understand and demonstrate the CIS mission, goals, and initiatives within the community.
- Contribute, with other administrative staff, to picking up mail, answering phones, greeting people, and responding to inquiries as needed/requested.

**MINIMUM REQUIREMENTS**

- Bachelor's degree in social services, public administration, education, or related field required
- Minimum of 5 years in non-profit management with direct supervisory experience
- 2 years working with public schools, public school districts, or comparable education environment
- Demonstrated experience in cultural sensitivity and social emotional competency
- Highly proficient in and experience with data management systems to include high level analysis, training, and generating reports
- Excellent written and verbal communication skills
- Proficient in MS Office Suite
- Capacity to be flexible working in a changing, fast paced environment
- Strong interpersonal skills and ability to work as part of a team, support a team and work individually
- Strategic, critical thinking, problem solving and leadership skills

**ADDITIONAL PREFERRED REQUIREMENTS**

- Spanish Bilingual
- Master of Social Work or comparable degree with clinical experience

**PHYSICAL REQUIREMENTS**

Work Environment: Office/Community

Lifting Requirement: 25 pounds

Travel Requirements: Regular travel, including training and meetings  
Reliable transportation, valid driver's license, and auto insurance

**COMPETATIVE SALARY & BENEFITS**

Salary based on 30 hours a week and dependent on education and experience

SIMPLE IRA plan with employer contribution

Medical, dental and vision insurance with a generous employer contribution

3 weeks paid vacation, 4 personal days and 10 days sick leave annually

**HOW TO APPLY**

Email cover letter including where you heard about this position opening, resume, and three references to [info@cisnm.org](mailto:info@cisnm.org). At least two references must have been direct supervisors. Position is open until filled. No phone calls, please.

[www.cisnm.org/careers](http://www.cisnm.org/careers)