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## **FSCS Grant (El Centro) Site Coordinator (Full Time)**

### **Position Summary:**

The Site Coordinators (5) for the Full-Service Community Schools Grant sponsored by the University Center of Lake County will support a U.S. Department of Education grant in the Lake County School District serving primarily high need students. The focus will be on providing high-quality, relevant, and engaging programs addressing barriers to students' engagement and learning and provide a wide array of innovative services to students, parents /families, teachers, administrators, and community members to create and sustain a vibrant hub of community engagement in teaching and learning.

### **Position Description:**

This position will work primarily in an individual school setting. As an integral part of the project, the Site Coordinators are the point-persons between students, parents, teachers., and school administrators. Under the supervision of the Program Director, the Site Coordinators will be responsible for implementing services and activities to meet the needs of the school communities to provide:1) high quality integrated expanded and enriched learning time programs and strategies along with the support of partner organizations; (2) family and community engagement and supports; and (3) high quality early childhood education program; (4) social, health, nutrition, and mental health services and supports, and (5) support for students' transition to all grade levels.

### **Essential Duties and Responsibilities:**

- Act as point-person with students, parents, teachers, and administrators at the school site.
- Oversee and facilitate all project activities within the school in accordance with funded goals and objectives.
- Coordinate the services that students and families need to be successful in enrichment, academic, and other in-school and out-of-school time programs.
- Communicate regularly with students, parents, and instructors about student progress.
- Work in collaboration with the District Pipeline Service Coordinator,
- Monitor students' progress and track data accordingly.
- Contribute to required reports as required by the funder.

### **Requirements/Qualifications:**

- Bachelor's degree in education, human services, or other appropriate field with relevant experience.
- Demonstrated sensitivity to the needs of diverse communities.
- Strong relationship-building skills and interpersonal communication skills
- Strong communication and presentation skills.
- Strong skills and knowledge of Microsoft Office products.
- Demonstrate a strong ability to work effectively with parents, teachers, community partners, and school administrators.
- Demonstrate the ability to plan, organize, delegate and follow-through independently on projects.
- Willingness to collaborate and work as part of a team, to shift working schedule to evenings and weekends as required, and to undertake local travel as needed.
- Strong note taking for purposes of data tracking, program assessment, reporting, and learning.
- Other duties as assigned.

### **Preferred Additional Education and Experience:**

- Master's degree in education, human services, MSW, or related field.
- Bilingual skill (Spanish/English) strongly encouraged if working in a predominately Spanish speaking school community.
- Understanding of Latino, or African American culture strongly encouraged if working in a predominant Latino or an African American school community.
- Knowledge of the Lake County area school districts and Human Service agencies.
- Minimum of five years relevant experience in academic field.
- Willingness to undergo and pass a background check as required by the Lake County School District.

**Salary Range:** \$65,000 - \$73,000

**Benefits:**

- Competitive Compensation
- Professional Development opportunities
- Choice of 2 medical plans including PPO and high deductible plans
- Dental Insurance
- 403-B retirement plan with employer match
- Employer Paid Vision Insurance, Life Insurance and Long-Term Disability
- 13 Paid Holidays
- Vacation, sick and personal days

**This is a 5-year grant commitment – Full-Service Community School Grant – El Centro**

**Application Instructions:**

To apply for this position, please submit a cover letter outlining your interest in and qualifications for the position, along with a copy of your resume and 2 professional letters of recommendation, along with contact information. This position will remain open until filled.

**Submit your application to:**

Mytzy Rodriguez-Kufner  
FSCS Program Director  
University Center of Lake County  
[mrodriguezkufner@ucenter.org](mailto:mrodriguezkufner@ucenter.org)