Job Description

Title: IS^3 Grant Coordinator **FLSA Status:** Exempt
Classification: Administrative Support
Immediate Supervisor: Executive Director of Student and At-Risk Services

Job Summary: This position is responsible for overall administration the Iowa Safe and Supportive Schools grant (IS^3) and for coordinating the implementation of strategies that will improve the 4 identified performance measures (students reporting current alcohol use; students reporting personal harassment or bullying; Safe and Supportive Schools Index ; and number of suspensions for violent incidents without personal injury).

Hiring Specifications:

Education

- Master's degree or BA in counseling, social work, or related area (state licensure as clinical social worker, addictions counselor or clinical counselor preferred)

Certification

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Experience

- Experience working in a secondary school setting preferred or 2 years experience in clinical social work
- Experience conducting training, workshops, and/or classroom presentations
- Experience working with youth and/or families in crisis

Skills, Knowledge & Abilities

- Education and/or training in youth prevention and intervention best practices
- Training and experience as a support group facilitator
- Knowledge of individual and group activities that lead to school success
- Knowledge of dropout intervention best practices that lead to connection to the school community and student success
- Knowledge of community resources and appropriate referral practices
- Knowledge of and sensitivity to ethnic, cultural and socioeconomic influences on the student
- Knowledge of the stages of adolescent growth and development
- Effective skills in intervention, assessment and referrals

Technology Requirements

- Knowledge of computer applications that will assist in tracking the activities and success of the program
- Ability to learn student management system and other reporting systems

Supervision of Others:

- N/A

Personal Contacts:

- District staff, students and parents
- AEA and state personnel

Job Duties:

1. Creates an infrastructure that will sustain a system for improving the conditions for learning. Establishes and facilitates IS^3 Core Team and IS^3 Youth Leadership Team to analyze data, identify priorities, select strategies to improve conditions for learning, provide advocacy for IS^3 activities and monitors progress.
2. Provides fiscal and program administration/oversight of the grant including time and effort logs, quarterly reports, and required evaluations of grant activities.
3. Participates in the development and monitoring of IS^3 Implementation Plan.
4. Attends required state and regional trainings.
5. Administers annual surveys to measure conditions for learning.
6. Partners with AEA in all aspects of the IS^3 Continuous Improvement Process.
7. Conducts an on-going analysis of survey and incident data.
8. Develops and implements a communication plan to promote regular progress updates and ongoing dialogue.
9. Identifies and engages community partners in the IS^3 Implementation Plan.
10. Performs other duties as assigned.

Physical Requirements:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing			X	
B.	Walking			X	
C.	Sitting			X	
D.	Bending/Stooping		X		
E.	Pushing/Pulling		X		
F.	Reaching		X		
G.	Climbing/Stairs		X		
H.	Driving			X	
I.	Lifting		Up to 25 lbs.		
J.	Carrying		Up to 25 lbs.		
K.	Manual Dexterity Tasks				
	Telephone			X	
	Computer				X
	Other – cell phone, fax machine, copier			X	
L.	Working Conditions				
	Inside				X
	Outside		Transition from bldg to bldg		
	Extremes in temp/humidity		Transition from bldg to bldg		

Terms of Employment:

Date Last Revised: 10/11/11