



Communities  
In Schools

Clark County

## **Site Coordinators & Assistants**

### **Position:**

Site Coordinators & Site Assistants for Before & After-School Programming

(Positions would be employees of Communities In Schools – not the school system.)

### **Terms of Employment:**

- Approximately 18-26 hours per week (may vary)
- Morning Shift: 6:30 a.m. – 8:45 a.m. Afternoon Shift: 3:00 – 6:30 p.m. (someone who can work both shifts is preferable, but can also work with someone who can only do one or the other)
- Starting wage \$8.50 - \$10 per hour

### **Requirements:**

**Education:** Required: High School Diploma

Preferred: College Degree – priority will be given to those with an Education Degree

**Experience:** Preferred: Experience with delivery of direct services to children in an educational setting

### **Duties:**

1. Supervise after-school programming for elementary students
2. Provide academic assistance through individual & group tutoring and homework help
3. Plan & implement enrichment activities for students in program
4. Maintain accurate and current records on student progress
5. Communicate with school staff regarding student needs and progress
6. Maintain ongoing communication with parents

### **To Apply:**

Contact **Michelle Allen**, Programming Director at 812-280-0028

Send resumes via U. S. Mail to:

Communities In Schools of Clark County  
1406 Frederick Ave.  
Jeffersonville, IN 4713

or email to:

[cis@cisclark.org](mailto:cis@cisclark.org)

**About Communities In Schools of Clark County:**

Communities In Schools of Clark County has been operating in- and out-of-school programs and services in Clark County's neediest elementary schools since 2002. By bringing caring adults into the schools to address the children's unmet needs, CIS of Clark County provides the link between educators and the community. The result: teachers are free to teach, and students – many at-risk of becoming high school drop-outs – have the opportunity to focus on learning.

**Mission:** The mission of Communities In Schools of Clark County (CIS of Clark County) is to surround students with a community of support, empowering them to stay in school and achieve in life.

CIS of Clark County is a local affiliate of the national organization, Communities In Schools. CIS National is the largest dropout prevention organization in the United States, and the CIS Model has proven to be effective across broad spectrums of communities nationwide. For more information, visit [www.cisofclark.org](http://www.cisofclark.org), and CIS National at [www.communitiesinschools.org](http://www.communitiesinschools.org).