

Job Title	Multiple Positions: 1. Coverage Specialist (Part-Time) Student Support Manager (Full-Time) for schools listed below: 2. Teague Middle School (Aldine ISD) 3. Chambers Elementary School (Alief ISD) 4. Smith Elementary School (Alief ISD) 5. Youens Elementary School (Alief ISD) 6. Bonham Elementary School (Houston ISD) 7. Shadowbriar Elementary School (Houston ISD) 8. Long Academy (Houston ISD) 9. The Lion Lane School (Pre-K Spring Branch ISD) 10. The Panda Path School (Pre-K Spring Branch ISD)
Employer/ Agency	Communities in Schools Houston
Job Description	<ul style="list-style-type: none"> • Coordinate, direct and implement varied professional administrative functions in the day-to-day operations on the assigned campus site • Manage major campus functions; adhere to performance expectations, campus plan, and campus agreement • Ensure that goals and objectives of CIS are accomplished in conjunction with assigned school principal's expectation within the prescribed time frame and funding parameters • Coordinate agency/partners/community resources • Develop and evaluate subordinates and volunteers, manage budget, and oversee campus caseload and compliance goals as set by campus contract • Manage direct service delivery of one or more CIS components • Perform other administrative functions that may include interfacing with campus teams and community partners/resources, departmental and agency activities • Document service delivery
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Social Work, Psychology or other closely related field • Two years of related work experience is required • Valid Texas Driver License and proof of liability insurance • Excellent written and verbal communication skills • Ability to work with multiple levels of supervision within CIS and the school • Proficient in Microsoft Office and Data Management systems • Experience working with youth preferably in a school setting • Excellent organizational and time management skills • Ability to meet short and long term deadlines
Salary/Hours	Part-Time/Full-Time
Employer/Agency	Communities in Schools Houston
City, State, Zip	Houston, TX
Email Address	hrresumes@cis-houston.org
Application Method	Please send a cover letter and resume to hrresumes@cis-houston.org https://www.cishouston.org/employment
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.