



VISTA Assignment Description (VAD)

Title: Central Kansas Operations Coordinator, AmeriCorps VISTA Member	
Sponsoring Organization: Communities In Schools of Mid-America, Inc.	
Project Name: Communities In Schools of Mid-America VISTA Project	
Project Number: #16VSWKS004	
Project Period: 06.12.2016-06.10.2017	
Site Name (if applicable): N/A	
Focus Area(s) Primary: Education Secondary:	
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>	
VISTA Assignment Objectives and Member Activities	
Project Goal	<i>To help ensure that at-risk student receive the educational, social and emotional support they need to help them break the cycle of poverty, the CIS of Mid-America Project VISTA Project will build organizational capacity through development and implementation of systems for resource development, community awareness and engagement and program development.</i>
Objective	Community Awareness and Engagement
Member Activities	<ul style="list-style-type: none"> • Represent the affiliate at relevant community events and meetings • Pursue local community provider/volunteer source partnerships for Tier I events such as FutureNow: Finance • Develop newsletter/other means of communicating with community stakeholders. • Develop site level linkages with community partners who are potentially able to meet students' and their families' needs • Cultivate relationships with university or other partners who may be a source of interns or low cost staff • Develop presentations to community stakeholders; • Develop, implement, collect, analyze and report on annual satisfaction/needs surveys of school administration, teachers and parents. • Prepare education materials for local advisory council
Progress and Completion	
Objective	Resource Development
Member Activities	<ul style="list-style-type: none"> • Research, create site/community profiles detailing resource gaps within the Central Kansas affiliate • Cultivation of local cash and in-kind corporate and individual donors • Explore potential local fundraiser opportunities at each site or community • Develop site level guides of local community resources for students and families • Develop site level lists of in-kind donors willing to provide repeated donations of free/reduced cost basic needs items

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Progress and Completion	
Objective	Program Development
Member Activities	<ul style="list-style-type: none"> • Evaluate current program development and implementation throughout each school in the Central Kansas affiliate • Identify user friendly curricula staff can use to address identified student needs (i.e., substance abuse, peer groups, community service programs, parent engagement, etc.) • Develop a ‘library’ of whole school services that Site Coordinators could access (presentations, community presenters, etc.) • Develop procedures and best practices for CIS activities that do not currently have established protocols and curriculum by accessing CIS National – National Resource Center and analyzing suggested ‘best practices’ for program implementation and other existing resources • Implement on-going evaluation of CIS Model programming focusing on overall quality and value-add
Progress and Completion	

About Communities In Schools:

Communities in Schools (CIS) is an integrated support systems program that works by providing a school based site coordinator within in the school network to connect students and their families to community resources to meet their needs. CIS is the nation’s leading dropout prevention organization and the only program proven to both decrease dropout rates and increase graduation rates. The CIS model is tailored to each school and community to recognize and identify needs youth face in reaching their full academic potential. CIS provides both individualized case management services to youth as well as school wide programs; the programs and services are a mix of the following:

Non-academic Assistance: Helping with basic needs like healthcare, nutrition or clothing so young people are better prepared to learn.

One-to-one Mentoring: Instilling the confidence to succeed, the belief that education creates opportunity, and setting the expectation for success.

After-school Tutoring: Young people who fall behind often stay behind. CIS helps kids catch up and stay ahead.

Family Involvement: Ensuring children have a supportive home life, increasing parent-school involvement, and helping parents access the services they need.

Out-of-school Enrichment: Expanding young people’s understanding of what the world has to offer and finding their place in it through afterschool programs, service learning activities, and even field trips.

Preparing for the Future: Students build leadership and life skills, explore career options, and understand how their education is connected to their financial future.

The mission of Communities In Schools of Mid-America, Inc. is to surround students with a community of support, empowering them to stay in school and achieve in life. Communities In Schools (CIS) is the nation’s largest and most effective dropout prevention organization. Operating in more than 2,400 schools in the most challenged communities of 25 states and the District of Columbia, Communities In Schools serves nearly 1.5 million young people and their families each year. Based directly inside schools throughout the country, Communities In Schools connects students and their families to basic and critical educational and community-based resources, tailored to each student’s specific needs.

PHYSICAL REQUIREMENTS:

Work Environment Office/School/Community

Lifting Requirement 25 pounds

Travel Requirements Minimum travel, including training, community meetings, etc

Valid driver’s license

Transportation

Auto insurance

Pass various background checks

The physical requirements described here are representative of those that must be met by the VISTA member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MANDATED REPORTER: As a VISTA member of Communities In Schools of Mid-America, Inc. you are a mandated reporter of child abuse and neglect. Failure to properly report to the appropriate child welfare authority and your supervisor can result in disciplinary actions up to and including termination. See Mandated Reporter Policy for specific details.