



VISTA Assignment Description (VAD)

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| Title: Northeast Kansas Operations Coordinator |
| 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

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| 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 develop and implement 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 Northeast 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 Northeast 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 | |