



## Job Description

Job Title	Site Manager (Sto-Rox School District – Jr. / Sr. High School)
Work Location	Sto-Rox School District
Starting Salary	\$45,000 Per Year
Direct Reports	N/A
Department	Full-Service Community Schools
Reports To	PACS Team Manager
EEO/FLSA	Full-Time / Exempt

Company Overview	<p><b>Our Mission:</b> To bridge the gaps between students, families, schools, and resources, fostering a community where all students can succeed.</p> <p><b>Our Vision:</b> To transform public education, creating an equitable education experience for students that enables them to reach their highest potential free from barriers.</p>
Job Summary	<p>The Site Manager works in partnership with the PACS Resource Specialist and is responsible for deploying the Full-Service Community Schools strategy in the Sto-Rox School District.</p> <p>The Site Manager is responsible for coordinating existing community resources and providers at an assigned school building; that service students and their families before, during, and after-school.</p> <p>The Site Manager is responsible for identifying and connecting need-based community resources and providers at an assigned school to address gaps in services.</p>
Essential Duties	<ul style="list-style-type: none"> <li>• Identify and triage high needs students and refer them to the PACS Resource Specialist.</li> <li>• Identify and build relationships with existing community providers within the school, understanding how to access and evaluate those services.</li> <li>• Ensure that community providers are getting the information and access that they need to deliver high quality services.</li> <li>• Serve in a dual-role that ensures that community resources and providers are needs-based, non-duplicative, and comprehensive</li> </ul>

	<p>while also facilitating seamless service integration in the school and throughout the district.</p> <ul style="list-style-type: none"> <li>• Create opportunities for parent involvement and inclusion in school events and activities that will benefit their children. Connect family with service providers based on their area of need.</li> <li>• Build strong relationships with students, families, school personnel, and community members to establish and facilitate a Full-Service Community Schools Site Team. The Site Team will have ownership of the implementation of the FSCS School Support Plan.</li> <li>• Plan quarterly opportunities for all schools served to support basic needs or enrichment opportunities available to all students and families.</li> <li>• Identify opportunities to expand PACS services within schools/districts served. Work directly with the PACS Team Manager and organizational leadership to take advantage of those opportunities.</li> <li>• Ensure open communication by providing required reporting on community resources and providers operating within assigned school building, to the PACS Team Manger.</li> <li>• Provide weekly documentation and data tracking of all community resources and providers including student rosters and activities/interventions in the CISPAC data management system.</li> <li>• Collaborate with PACS Team Manager, school personnel, and volunteers to support the administering of PACS’s annual school needs assessment to identify key strengths, areas of growth, and opportunities.</li> <li>• Leads by modeling the Sanctuary commitments in all aspects of daily responsibilities.</li> </ul>
<p>Secondary Duties</p>	<ul style="list-style-type: none"> <li>• Participates in the organizational culture of trauma informed practices using the Sanctuary model.</li> <li>• Participates in required training and team and all staff meetings.</li> <li>• Provides culturally competent and trauma-informed services to all students, families, etc.</li> <li>• Participates in 40 hours annually of professional development opportunities relevant to the position.</li> <li>• Perform other duties as assigned.</li> </ul>
<p>Knowledge, Skills, and Abilities</p>	<ul style="list-style-type: none"> <li>• Possess a passion for serving youth from diverse populations. Integrity, credibility, and a commitment to and passion for PACS’s mission.</li> <li>• The ability to identify opportunities for supportive partnerships that will benefit the school, its students and their families and the skills to execute these opportunities on the ground.</li> <li>• Commitment to developing strong collaborations to support students, schools and families and a strong commitment to social change through community empowerment.</li> <li>• Strong project management, problem-solving and conflict</li> </ul>

	<p>management skills. Ability to take initiative and handle situations with diplomacy.</p> <ul style="list-style-type: none"> <li>• An understanding of social service work, community organizing and advocacy.</li> <li>• Ability to engage students, parents and the greater community. Ability to develop and maintain strong relationships and collaborative partnerships.</li> <li>• Strong organizational skills, attention to detail, and demonstrated success when multi-tasking.</li> <li>• Excellent verbal and written communication skills. Ability to take initiative and handle situations with diplomacy.</li> <li>• Ability to deal with ambiguity and change, flexible working in a fast-paced, nonprofit environment.</li> <li>• Experienced in understanding and diffusing sensitive situations with diverse populations using a balanced approach when handling situations on a case-by-case basis.</li> <li>• Clearly and consistently represents PACS in all aspects of delivery of service to help promote PACS, our values and mission.</li> <li>• Experience working in a K-12 school environment is a plus.</li> </ul>
<p>Experience/ Education Requirements</p>	<ul style="list-style-type: none"> <li>• Experience and knowledge equivalent to that gained from a bachelor's degree in the social services field required.</li> <li>• Minimum of 2 years of experience in social services or a related field required.</li> <li>• Demonstrated related experience may substitute for preferred education.</li> </ul>
<p>Working Conditions/ Physical Demands</p>	<ul style="list-style-type: none"> <li>• Travel up to 35% to sites beyond your assigned school site.</li> <li>• Perform light work – exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.</li> <li>• Must have a valid PA driver's license and reliable transportation.</li> <li>• This position locations include onsite at schools (primary), in the community, and PACS administrative.</li> <li>• Must be willing to use personal cell phone when working remotely.</li> </ul>

*This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*