



Job Title: Stronger Connections Navigator
Reports To: Stronger Connections Grant Coordinator

Position Summary:

The Stronger Connections Navigator is responsible for fostering meaningful relationships between schools, families, and community resources. This role serves as a bridge to ensure students, particularly those facing challenges related to attendance, social, emotional, and academic factors, have access to the necessary support and services to thrive.

Qualifications:

High School Diploma or equivalent preferred.
A valid driver's license and the ability to drive may be required.
Bilingual proficiency in English and Spanish.
Strong interpersonal and communication skills.
Ability to work independently and as part of a team.

Duties & Responsibilities:

- Coordinate with Principal/Assistant Principal/school staff to identify students at risk and create intervention plans. Serve as the primary point of contact for students and families needing access to social, emotional, academic, or health resources.
- Conduct outreach to families to discuss barriers to school success, attendance issues, and provide support.
- Organize and facilitate workshops and parent coffee sessions to educate families on the importance of regular attendance, mental health awareness, conflict resolution, and academic support..
- Implement best practices for improving student attendance, such as establishing reward programs for good attendance, creating informative newsletters, and maintaining regular communication with parents.
- Track and monitor data on student needs, referrals, and outcomes to assess program effectiveness.
- Work with administration to develop targeted intervention strategies.
- Serve as a liaison between the school and the community to foster a supportive environment
- To Attend all scheduled meetings/activities

- Attend professional development as needed

Working Conditions:

- School Setting: Working within a school environment
- Community: traveling within the community to visit students' homes or other relevant locations.
- Office Setting: working at a desk, using a computer and other office equipment for administrative tasks.

Physical Requirements:

Incumbent is required to:

- move around the school campus, which may involve walking, standing, and occasionally climbing stairs; capability to remain physically active for extended periods, especially during events or when conducting home visit
- clear and effective verbal communication skills, which may involve speaking for long periods, listening attentively, and engaging in conversations with students, parents, and staff
- ability to handle paperwork, use a computer, and operate office equipment efficiently

Terms of Employment:

Location: All Schools

Salary: \$17.51 per hour

Hours: Not to exceed 599 hours for the 2024-2025 school year

All applicants (internal and external) need to complete an online application located on the Cicero School District#99 web site at www.cicd99.edu.

This position is funded through the Stronger Connections Grant