

## Communities In Schools of Central Texas

### Position Description

AmeriCorps EAO Intern Quarter-Time or Minimum-Time

Service Year 2024-2025

FULL-YEAR, Spring Semester or Fall Semester

[Communities In Schools of Central Texas](#) (CISCT) surrounds students with a community of support, empowering them to stay in school and achieve in life. A national, 40+ year dropout prevention program, Communities In Schools uses an integrated student support model to provide services to students and families. This 3-tiered approach aims to meet students where they are and provide multiple levels of engagement through school wide services (Tier 1), group targeted programs (Tier 2), and individualized support (Tier 3).

The CISCT AmeriCorps program places AmeriCorps Education Award Only (EAO) Interns on K-12 campuses across Central Texas to meet students where they are at and provide support for students and their families to thrive. When students have the support of a caring adult relationship, they have the power to unlock their potential. AmeriCorps EAO interns build therapeutic relationships with their students and can be support to the students' families, working with them to remove barriers to success in school and life. CISCT AmeriCorps EAO Interns work with students one-on-one and in small groups as an integrated support to campus community, in service of equitable access to mental health resources and education opportunities.

Communities In Schools of Central Texas is an equal opportunity national service program. All applicants are considered without discrimination based on race, color, age, religion, national origin, veteran status, sexual orientation, disability, or sex.

### Education Award Only Interns Essential Functions

1. AmeriCorps EAO Members serve a total of EITHER **450 (quarter-time)** OR **300 (minimum-time)**, service hours over the 3.5-months (**check one**) \_\_\_ Spring semester; \_\_\_ Fall Semester. OR 8-month \_\_\_ (full year) service term. Members must meet monthly benchmarks and serve an average of either **35 hours per week** quarter-time or **24 hours per week minimum-time** for a one (Spring or Fall) semester term; OR **16 hours per week quarter-time** or **12 hours per week minimum-time** for a full year term.
2. Provide weekly supportive guidance for K-12 students through 1:1 meetings or small group facilitation. Individual and group support strategies will be informed through insight gained from the agency assessment (SHAW) and student-identified goals, Overall goals for students are to increase academic engagement and social emotional skills.
3. Manage a caseload of \_\_\_10 students (quarter-time members) OR \_\_\_8 students (minimum-time members) through weekly 1:1 and/or small-group meetings. including documentation and data entry to capture services provided. Follow all CISCT and district policies and procedures around protecting and recording student data.
4. Serve as a productive member of the CISCT support team on campus. The CISCT Program Manager functions as the site supervisor and practicum instructor for AmeriCorps EAO Interns. If the program manager does not hold the required degree/licensure, another member of the CISCT staff will serve as the practicum instructor and fulfill the university requirements as such. All EAO interns will meet with the Program Manager at least once per week for supervision and caseload support.
5. Proactively build relationships with teachers, campus staff, community partners, and families for a student-centered approach to support. Initiate contact and communicate regularly with other adults who influence your students' success.
6. Model positive and appropriate behavior as a part of the campus community. Uphold all campus-based policies and procedures and support students in their understanding and adopting of these rules.
7. Collaborate with the CISCT Program Manager to implement school-wide services to foster a positive school climate and address school-level risk factors. Engage parents and families in school-wide supports to further build support services for students.

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8. Follow all CISCT AmeriCorps policies and procedures including documenting service hours, attending orientation and ongoing training throughout the service year, and complete Life After AmeriCorps training and activities.
9. Participate in additional youth mental health training, career exploration, and peer networking opportunities offered in partnership with the Schultz Family Foundation and Pinterest.
10. Complete member pre-post career surveys and encourage to participate in post-service career surveys and other engagement strategies.

### Non-Essential Functions

Individuals may be required to perform other position-related duties and/or follow additional instructions or directives within the scope of their normal service activities as requested by their site supervisor and/or AmeriCorps program staff; strictly adhering to grant compliance including not unallowable or prohibited activities.

Functions deemed essential and non-essential subject to reasonable accommodations.

### Service Position Requirements

#### CISCT AmeriCorps Program Requirements:

1. Have a passion for working with K-12 students.
2. Be able to build healthy and appropriate relationships with diverse individuals, including students, families, campus staff and CISCT staff, including setting boundaries and maintaining confidentiality.
3. Take initiative and be proactive in daily service activities. Maintain a level of professionalism consistent with campus and CISCT program expectations.
4. Be comfortable using technology to complete work, including student documentation and program requirements.
5. Be comfortable working independently on K-12 school campus. The CISCT Mental Health and Wellness Internship program places EAO Interns on campus. EAO Interns have the option to meet monthly in regional squads, however, most of service activities are completed independently under CISCT Program Manager supervision.
6. Demonstrate effective communication skills, flexibility, and willingness to be a supportive team member in a diverse service environment.
7. Have a personal commitment to educational equity and removing systemic barriers that hinder student success. Take an asset-based approach to student services and family engagement.

#### National Service Eligibility:

1. Be 17 years or older at the start of the term of service.
2. Be a U.S. citizen, U.S. national, or lawful permanent resident of the United States.
3. Have a high school diploma, GED, or equivalent.
4. Consent to a four-part background check including National Sex Offender search, State of Residence and State of Service checks, and fingerprint checks.
5. Commit to service as an AmeriCorps member for the duration of the service term and to successfully completing all service requirements.

#### AmeriCorps Disaster Requirements:

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event

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of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

### Service Conditions

EAO Interns serve at an assigned Elementary, Middle, or High school campus across Central Texas Independent School Districts. Service conditions are similar to what K-12 campus staff experience including sitting, standing, walking, and lifting up to 25 pounds. CISCT AmeriCorps service conditions include what is typically in an office environment. Members are required to wear the AmeriCorps logo at all times in service.

Equipment used may include computers, laminators, copiers, die-cuts, and other teaching related equipment typically found in school settings. Interns will be will be provided with the technology systems and access to training needed to be successful in their service term.

### Professional Relationships

EAO Interns are expected to serve productively and effectively with other CISCT AmeriCorps members, CISCT staff, and school staff. By serving in a school environment, all CISCT AmeriCorps members have recurring access to vulnerable populations. School environments are both structured and flexible, and members must be able to adapt to school schedules as needed.