

SITE COORDINATOR RUBRIC



Description: This rubric is for use as a site coordinator and county contact onboarding tool and can be used to evaluate site coordinator performance.

	Standard Not Met	Emerging (Anticipated Year One)	Progressing (Anticipated Year Two)	Mastering (Anticipated Year Three+)
Trainings (SC1)		<ul style="list-style-type: none"> Participates live in 90%+ of WVDE Trainings including Regional Trainings, annual conference. Participates live or accesses recordings for 90%+ of New Site Coordinator Office Hours. 	<ul style="list-style-type: none"> Participates live in 90%+ of WVDE Trainings including Regional Trainings, annual conference. Participates live or accesses recordings for 75%+ of Returning Site Coordinator Office Hours. Implements at least one activity, support or initiative based on one of these trainings. 	<ul style="list-style-type: none"> And actively shares knowledge with other site coordinators in at least one formal opportunity.
Meetings/ Reporting (SC2)		<ul style="list-style-type: none"> Participates in at least 80% of monthly county CIS meetings. Meets with school leadership and the CIS school support team at least once per grading period. Submits 2+ progress reports using CISDM-generated data to school and county leadership, school support team. Completes annual EOY report in CISDM. 	<ul style="list-style-type: none"> And submits a total of 4+ progress reports using CISDM-generated data to school and county leadership, school support team. 	<ul style="list-style-type: none"> And demonstrates changes to practice based on school leadership and CIS school support team feedback.
CIS School Goal (SC3)		<ul style="list-style-type: none"> The CIS school goal is SMART and was developed in partnership with the school leadership and CIS school support team. 	<ul style="list-style-type: none"> And the CIS school goal addresses needs prioritized in the CIS School Needs Assessment, and clearly supports the strategic plan. 	<ul style="list-style-type: none"> And the CIS school goal is meaningful to the school community (including teachers, families, students).
Tier I Supports (SC4)		<ul style="list-style-type: none"> Delivers at least four goal-aligned OR basic needs Tier I supports. 	<ul style="list-style-type: none"> Delivers at least four goal-aligned Tier I supports plus basic needs Tier I supports as needed. 	<ul style="list-style-type: none"> And the four goal-aligned Tier I supports collectively reach 75%+ of the school population.

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Community Partnership (SC5)		<ul style="list-style-type: none"> Site coordinator effectively communicates about CIS in at least one staff meeting and in one student/family schoolwide event or communication. Site coordinator conducts outreach to 1-2 potential community partners. 	<ul style="list-style-type: none"> And site coordinator secures 1-2 community partners with resources to support students and/or families. Community partners deliver or broker 1-2 Tier I, Tier II and/or Tier III supports. Process is in place to track and thank partners. 	<ul style="list-style-type: none"> And site coordinator secures more than 2 total community partners with resources to support students and/or families. Community partners deliver or broker more than 2 total Tier I, Tier II and/or Tier III supports. Process is in place to assess partnerships.
Data Accuracy (SC6)		<ul style="list-style-type: none"> 75% of data in the Tier I and Site Coordination Accreditation reports is entered timely and is accurately documented in CISDM as instructed for first year site coordinators at time of WVDE audits. Site coordinator case manages at least 25 students. 	<ul style="list-style-type: none"> 90% of data in the Tier I and Site Coordination Accreditation reports is entered timely and is accurately documented in CISDM as instructed for returning site coordinators at time of WVDE audits. Site coordinator case manages no fewer than 25 students or 10% of school population (whichever is greater). 	<ul style="list-style-type: none"> 100% of data in the Tier I and Site Coordination Accreditation reports is entered timely and is accurately documented in CISDM as instructed for returning site coordinators at time of WVDE audits. Site coordinator case manages no fewer than 25 students or 10% of students (school population), whichever is greater.
Caseload Size (CM1)		<ul style="list-style-type: none"> At least 60% of case managed students have an individual goal that aligns with the school goal area in the CIS School Support Plan. 	<ul style="list-style-type: none"> At least 70% of case managed students have an individual goal that aligns with the school goal area in the CIS School Support Plan. 	<ul style="list-style-type: none"> At least 80% of case managed students have an individual goal that aligns with the school goal area in the CIS School Support Plan.
Case Managed Student Goal (CM2)		<ul style="list-style-type: none"> Case managed students participate in at least one goal-aligned OR basic needs Tier II/III support. 	<ul style="list-style-type: none"> Case managed students participate in at least one goal-aligned Tier II/III goal-aligned support. 	<ul style="list-style-type: none"> Case managed students participate in multiple goal-aligned Tier II/III supports.
CM3: Tier II/III Supports		<ul style="list-style-type: none"> 75%+ of case managed student data is entered timely and is accurately documented in CISDM. 	<ul style="list-style-type: none"> 85%+ of case managed student data is entered timely and is accurately documented in CISDM. 	<ul style="list-style-type: none"> 95%+ of case managed student data is entered timely and is accurately documented in CISDM.
CM4: Data Accuracy				

II. VERIFICATION PROCESS

Measure	Verification Process
SC1: Trainings	<ul style="list-style-type: none"> • Verify participation in trainings with site coordinator.
SC2: Meetings	<ul style="list-style-type: none"> • Verification of county contact records of participation in county-level meetings. • Meetings and progress reports verified through <i>Site Coordination Entries Summary Report</i> in CISDM. • Changes to practice verified through the selection of 'yes' in 'Was the School Support Plan Adjusted' field in 'School Leadership Meeting/Consultation' and 'School Support Team Meeting/Consultation' Site Coordination CISDM entries as shown in the <i>Site Coordination Entries Summary Report</i> in CISDM.
SC3: CIS School Goal	<ul style="list-style-type: none"> • Verified through review of CIS School Needs Assessment and Support Plan entered in CISDM.
SC4: Tier I Supports	<ul style="list-style-type: none"> • Emerging: verified by the <i>Accreditation – Site Coordination & Accreditation – Tier I Supports Reports</i> at time of WVDE audits, based on instructions for first year site coordinators. • Progressing & Mastering: verified by the <i>Accreditation – Case Management Report</i> at time of WVDE audits, based on instructions for returning site coordinators.
SC5: Community Partnership	<ul style="list-style-type: none"> • Partner outreach verified by the 'Partner/Resource Development' entries in the <i>Site Coordination Entries Summary Report</i> in CISDM. • Active partnerships verified through community partners listed in Tiered Support entries as verified through the <i>Tier I Supports, Tier II and Tier III Supports by Provider, and Basic Needs/Resources (Student Detail) Reports</i> in CISDM. • Assessment process verified through conversation with site coordinator.
SC6: Data	<ul style="list-style-type: none"> • Verified by the <i>Accreditation – Site Coordination Report</i> at time of WVDE audits, based on instructions for returning site coordinators.
CM1: Caseload Size	<ul style="list-style-type: none"> • Verified through #'s in Column H, 'Total School Enrollment,' and Column N, '# of CM Students with Tier II/III Supports and Support Plan' in the <i>Accreditation - Case Management Report</i> at time of WVDE audits.
CM2: Case Managed Student Goal	<ul style="list-style-type: none"> • Verified through <i>Metric Tracking Toward Student Goal Report</i> in CISDM at time of WVDE audits.
CM3: Tier III/III Supports	<ul style="list-style-type: none"> • Verified through review of <i>Support Summary by Student Report</i> in CISDM.
CM4: Data	<ul style="list-style-type: none"> • Developing: verified through the <i>Accreditation – Case Management Report</i> at time of WVDE audits, based on instructions for first year site coordinators. • Emerging & Mastering: verified through the <i>Accreditation – Case Management Report</i> at time of WVDE audits, based on instructions for returning site coordinators.

Note: WVDE will provide EOY data audit information upon request.

SITE COORDINATOR RUBRIC GLOSSARY

Case Managed Student: Parent consent has been secured to work with student and student is enrolled in CISDM with the following elements documented in CISDM; a complete CIS Student Needs Assessment; a complete CIS Student Support Plan with a measurable ABC or SEL goal; at minimum one regular Tier II or Tier III goal-aligned support; at minimum monthly check-ins; progress monitoring for each grading period in which the student was enrolled with CIS; goal achievement; and the student is exited from the case load with EOY status accurately entered at the end of each school year.

Goal-aligned support: Support that directly aligns with and supports achievement of the school goal in a CIS School Support Plan (for Tier I supports) or the student goal in a CIS Student Support Plan (for Tier II and Tier III supports).

Integrated Student Supports: “Integrated student supports (ISS) are a school-based approach to promoting students’ academic success by developing or securing and coordinating supports that target academic and non-academic barriers to achievement.” - [ChildTrends](#) definition. The Communities In Schools evidence-based model of integrated student supports focuses on the delivery of three tiers of supports: Tier I Supports – schoolwide/widely available supports; Tier II Supports – targeted programs; and Tier III Supports – individualized supports.

Timely Data Entry: Data are documented in CISDM as outlined in the [2021-22: Documenting Supports and Site Coordination Activities](#) in CISDM guidance.

WVDE Audits: CISDM data reviews conducted by WVDE staff throughout school year.