



Job Title: ACE Academic Enrichment Specialist II
Reports To: ACE Site Coordinator
Fiscal Agent: Lewisville Independent School District
Location: Various
FLSA Status: Part-Time/Non-Exempt
Pay Grade: \$10 per hour

Primary Purpose:

The ACE Academic Enrichment Specialist II reports to the ACE Site Coordinator and is responsible for providing academic tutoring, instruction and clubs leadership to students participating in the ACE program.

Qualifications:

Minimum Education/Certification:

- Bachelors Degree or High School Diploma and currently pursuing a Bachelors degree, preferably in Education, Social Work or a related field
- Experience working with elementary or secondary students in an academic or enrichment program

Special Knowledge/Skills:

- Strong organizational, communication, and interpersonal skills required
- Strong computer skills required, ability to integrate technology into activities
- Ability to work in a fast paced, fast changing environment and be multi-tasked oriented
- Ability to leverage highly qualified center academic enrichment resources to increase student performance
- Ability to read & understand the ACE cycle 5/7 grant and participate in implementation & continuous program improvements
- Exhibit a commitment towards the Communities In Schools of North Texas and ACE mission
- Ability to understand and implement the school day Student Disciplinary Plan for all center activities

Major Responsibilities and Duties:

The individual is responsible for providing academic enrichment services and instruction to ACE center students, collaborate with ACE staff and Site Coordinator and develop activities and strategies that will engage and challenge ACE students at a high level.

Professional Growth

- Assume responsibility for personal growth to improve job performance.

Additional Duties

- Perform other duties as assigned by the ACE Site Coordinator, ACE Program Director, and/or Chief Strategy Officer

Supervisory Duties: NA

Equipment Used:

Computer, FAX, copier, digital projector, digital camera, VCR, other specialized equipment that is particularly unique to the position

Working Conditions:

- Mental demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.
- Consistent daily attendance.
- Maintain emotional control under stress.
- Moderate standing, stooping, bending, and lifting.
- Work with frequent interruptions



The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

<p>Continuation of position is contingent upon funding.</p>
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