



**Job Title:** ACE Academic Enrichment Specialist II  
**Reports To:** ACE Site Coordinator  
**Location:** Various  
**Type:** Part-time  
**Duty Days:** Hourly  
**Overtime Status:** Non-exempt  
**Pay Grade:** \$15 per hour  
**Date Revised:** 8/1/2023

**Primary Purpose:**

The Afterschool Centers on Education (ACE) Academic Enrichment Specialist II reports to the ACE Site Coordinator and is responsible for providing program support and leadership to students participating in the ACE program. This is a Federal funded program.

**Qualifications:**

**Minimum Education/Certification:**

- High School Diploma, GED and/or 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 and understand the ACE grant and participate in implementation and 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-aligned classroom management expectations for all center activities.

**Major Responsibilities and Duties:**

The individual is responsible for providing program support, 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, and work collaboratively alongside volunteers in the ACE Program.

**Supervisory Duties: NA**

**Equipment Used:**

Computer, FAX, copier, digital projector, digital camera, 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.
- 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.

**Continuation of position is contingent upon funding.**