



Job Title: ACE Academic Enrichment Specialist III
Reports To: ACE Site Coordinator
Fiscal Agent: Lewisville Independent School District
Location: Various
Type : Part-Time, Non-Exempt
Pay Grade: \$13 per hour
Date Revised: 1/1/2023

Primary Purpose:

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

Qualifications:

Minimum Education/Certification:

- 18 years old and currently enrolled in high school; actively pursuing high school diploma or GED
- Experience working with elementary or secondary students in an academic or enrichment program preferred

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
- 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 program support, academic enrichment services and instruction to ACE center students, collaborate with ACE staff and Site Coordinator, and implement 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.
- 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.

Continuation of position is contingent upon funding.