



Job Title: ACE Site Coordinator Mobile Substitute
Reports To: Afterschool Program Director
Work Location: Various
Type: Part-time
Duty Days: Hourly
Wage/Hour Status: Non-exempt
Pay Grade: \$20 hour
Date Revised: 8/1/2023

Primary Purpose:

The Afterschool Centers on Education (ACE) Site Coordinator Mobile Substitute reports to the Afterschool Program Director and is responsible for substituting for the ACE Site Coordinator while on leave throughout the year and supporting other ACE site needs. This is a Federal funded program.

Qualifications:

Minimum Education/Certification:

- 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 school day aligned classroom management for all center activities.

Major Responsibilities and Duties:

The individual is responsible for managing center operations and providing assistance and direction to the ACE Academic Enrichment Specialists as it pertains to academic enrichment services and instruction to ACE center students. The individual is responsible for assigning duties, managing and supervising all program employees, volunteers, and mentors assigned to their campus. They will be responsible for collecting all required data for submission to the Afterschool Program Director and for adding, gathering and inputting all necessary data into the TX21st tracking system.

Equipment Used:

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

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex and occasional statewide and national travel.
- Consistent daily attendance.
- Mental demands: Ability to communicate effectively (verbal and written); ability to instruct; maintain emotional control under stress.
- Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions. Occasional prolonged and irregular hours.
- Ability to meet deadlines.

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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.