



Job Title: Academic Enrichment Specialist II
Reports To: Afterschool Site Coordinator
Location: Various
Type: Part-time
Duty Days: Hourly
Overtime Status: Non-exempt
Pay Grade: \$15 per hour
Date Revised: 8/1/25

Primary Purpose:

The Communities In Schools of North Texas (CISNT) Afterschool Academic Enrichment Specialist II reports to the Afterschool Site Coordinator and is responsible for providing program support and leadership to students participating in the CISNT Afterschool Program. This is a Federal funded program.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree or High School Diploma and currently pursuing a Bachelor's 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 understand the program guidelines and participate in implementation and continuous program improvements.
- Exhibit a commitment towards the Communities In Schools of North Texas' 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 and enrichment services, and instruction to Afterschool center students, collaborate with Afterschool staff and Site Coordinator to develop activities and strategies that will engage and challenge Afterschool students at a high level, incorporating school day instructional learning and Texas Essential Knowledge and Skills (TEKS), and work collaboratively alongside High Impact Tutors and volunteers in the Afterschool 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

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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.