



Job Title:	ACE Site Coordinator
Reports To:	Afterschool Program Director
Location:	Various
Duty Days:	206
Type:	Full-Time
Overtime Status:	Exempt
Starting Salary:	\$44,000 with consideration for education, professional licensure, and experience

Primary Purpose:

The Afterschool Centers on Education (ACE) Site Coordinator is responsible for the day-to-day operation of all aspects of the ACE center that they are assigned to lead. Reporting to the Afterschool Program Director, they will participate in staff recruitment and training and will directly supervise the center staff required for successful delivery of the Communities In Schools of North Texas (CISNT) ACE program. They will be responsible for student enrollment, attendance, and behavior issues, volunteer management, and all center activities required for daily successful and safe operation of the CISNT ACE program at their campus. This is a Federal funded program.

Qualifications:

Minimum Education/Certification:

- Bachelor's degree and minimum of one year of relevant experience in a governmental, non-profit, or private sector delivery organization.
- The individual must have direct service delivery experience, personnel supervision experience of paid or volunteer staff, as well as experience planning and coordinating programs.

Special Knowledge/Skills:

- Strong program, administrative, and computer skills required.
- Strong organizational, communication, and interpersonal skills required as well as team building skills across cross functional teams.
- 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 mission, vision, and strategic goals.
- Ability to understand and train ACE center staff on school day classroom management expectations for all center activities.
- Proven experience with decision making in a highly collaborative environment and ability to build effective partnerships across teams.
- Creativity and originality to identify and implement needed activities to assist students in developing higher level reasoning, decision-making, and problem-solving skills.

Major Responsibilities and Duties:

The individual is responsible for the overall direction of a CISNT ACE campus program. They are responsible for planning center activities, supervising staff, and volunteers, completing ACE center reporting requirements, conducting student needs assessments, and when appropriate conducting home visits, ensuring the successful day-to-day operation of the program and the needed student progress anticipated. The individual will form relationships with school faculty, existing after school programs and resources to secure and leverage partnerships required for overall center success. 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 designated database systems. They will read,

understand, and implement the strategies and activities in the ACE grant and ensure that all center staff read and understand the strategies and activities to be implemented. Under the direction of the Afterschool Program Director, and with support from the Texas Educator Agency (TEA) Technical Assistance Coordinator, they will ensure continuous improvement to the center's programs.

Staffing/Supervisory Duties:

- The individual will assist with the recruitment, interviewing, and selection of all part-time program employees.
- The individual is responsible for assigning staff duties, managing, and coaching all program employees assigned to his/her campus.
- The individual is responsible for supervising, training, and coaching volunteers, AmeriCorps Members, and interns assigned to their campus.

Professional Growth

- Assume responsibility for personal growth to improve job performance by actively participating in CISNT staff meetings and trainings.

Additional Duties

- Perform other duties as assigned by the Afterschool Program Director and/or Senior Director of Afterschool and AmeriCorps Programs.

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
- Ability to communicate effectively (verbal and written).
- Work with frequent interruptions and maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours.

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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.
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