



Job Title: ACE Site Coordinator
Reports To: Afterschool Program Director
Location: Various
Work Duty Days: 206
FLSA Status: Full Time Exempt
Industry: Non-Profit, Social Services, Education
Starting Salary: \$44,000 with consideration for education, professional licensure, and experience

About Communities In Schools of North Texas:

Communities In Schools of North Texas is part of a national organization, Communities In Schools®, that ensures every student has what they need to be successful in school and life. We believe that relationships are foundational to unlocking a student's full potential. Working directly in schools across Cooke, Denton, and Wise Counties, we connect students to caring adults and community resources that help them overcome the barriers that stand between them and a brighter future. We are seeking a passionate, committed, and value-oriented individual to join our team.

Position Overview:

The ACE Site Coordinator is responsible for the day-to-day operation of all aspects of the ACE Center that they are assigned to lead. The ACE Site Coordinator will participate in the recruitment of part-time staff, training, and will directly supervise staff required for the successful delivery of the CISNT ACE program. ACE Site Coordinators are responsible for student enrollment, attendance, behavior support, volunteer management, and all center activities required for the daily, successful, and safe operation of the CISNT ACE program at their campus.

Qualifications:

Minimum Education/Certification:

- Bachelor's Degree required.
- Minimum of one year of relevant experience in a governmental, non-profit, or private sector delivery organization.

Special Knowledge/Skills:

- The individual must have direct service delivery experience, personnel supervision experience of paid or volunteer staff, as well as experience planning and directing programs.
- Experience with decision-making in a highly collaborative environment and the ability to build effective partnerships across teams.
- Strong program, administrative, and supervisor skills
- Strong computer skills in Microsoft Office technologies are 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-task oriented
- Exhibit a commitment towards the CISNT mission
- Ability to identify and develop needed activities to assist students in developing higher-level reasoning, decision-making, and problem-solving skills

Major Responsibilities and Duties:

Program Operations & Implementation

- Oversee the day-to-day operations of the CISNT ACE campus program to ensure high-quality implementation and achievement of program goals.
- Plan, coordinate, and supervise daily program activities that support student success and meet grant objectives.
- Read, understand, and implement all required strategies and activities outlined in the ACE grant, ensuring center staff are trained and implement program requirements with fidelity.
- Work with the Afterschool Program Director and TEA Technical Assistance Coordinator to monitor program quality and implement continuous improvement strategies.

Student Support & Family Engagement

- Conduct student needs assessments to identify academic, social, and enrichment needs.
- Conduct home visits, when appropriate, to support student engagement and strengthen family partnerships.
- Monitor student participation and progress to ensure intended program outcomes are achieved.

Data Management & Compliance

- Collect, maintain, and submit all required program data and documentation to the Afterschool Program Director in a timely manner.
- Enter and maintain accurate student and program information within the TX21st tracking system.
- Complete all required center reports and documentation in compliance with grant, organizational, and district requirements.

School & Community Partnerships

- Build and maintain collaborative relationships with school administrators, teachers, existing afterschool programs, and community partners to strengthen program delivery and maximize available resources.
- Establish and facilitate a Community Work Group consisting of school administrators, teachers, parents, students, and community stakeholders to support program sustainability and ongoing community engagement.

Additional Duties

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

Staffing/Supervisory Duties:

- The ACE Site Coordinator will be responsible for the training, supervision, and coaching of all part-time program employees assigned to their center.
- The ACE Site Coordinator supervises volunteers, AmeriCorps Members, and interns assigned to their campus.

Equipment Used:

Computer, copier, digital projector, and other specialized equipment that are particularly unique to the position

Working Conditions:

- Frequent travel within Dallas/Ft Worth Metroplex
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- Repetitive hand motions.
- Occasional prolonged and irregular hours to meet deadlines
- Occasionally require moving, transporting, or organizing materials, supplies, and equipment associated with student programs, events, and campus operations.

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.