



Job Title: ACE Academic Enrichment Specialist II
Reports To: ACE Site Coordinator
Location: Various
FLSA: Part-Time, Non-Exempt
Pay Grade: \$15 per hour

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.

Primary Purpose:

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

Qualifications:

Minimum Education/Certification:

- High School Diploma, GED, or HiSET required; currently pursuing a Bachelor's degree in Education, Social Work, or a related field, preferred.
- 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-task 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 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 ACE center students, collaborating with ACE staff and Site Coordinator to develop activities and strategies that will engage and challenge ACE students at a high level, incorporating school day instructional learning and TEKS, and working collaboratively alongside High Impact Tutors and volunteers in the ACE Program.

Supervisory Duties:

No supervisory responsibilities

Equipment Used:

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

Working Conditions:

- Frequent travel within the Dallas/Ft Worth Metroplex and occasional statewide and national travel.
- Mental demands: Ability to communicate effectively (verbal and written)
- Work with frequent interruptions, maintain emotional control under stress.
- 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.