



Job Title: ACE Site Coordinator Mobile Substitute
Reports To: Afterschool Program Director
Work Location: Various
FLSA: Part-Time, Non-Exempt
Pay Grade: \$20 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) 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 federally funded program.

Qualifications:

Minimum Education/Certification:

- 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-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 managing center operations and providing assistance and direction to the ACE Academic Enrichment Specialists regarding academic enrichment services and instruction for 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.

Supervisory Duties:

This individual is responsible for supervising the center's part-time staff, volunteers, and contractors when covering a campus.

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.