

**Communities In Schools  
Of the South Plains, Inc.  
Job Description**



**TITLE:** ACE Site Coordinator  
**STATUS:** Full time; Exempt  
**REPORTS TO:** Program Director

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**SUMMARY:**

This position will be responsible for the day-to-day operations of the program and to oversee the planning, organization, implementation, management and evaluation of the Texas ACE Program at the assigned Center. The Site Coordinator will work closely with the principal, faculty, students, parents, community members, and other concerned individuals to ensure that identified ACE programs are provided.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING  
*OTHER DUTIES MAY BE ASSIGNED.***

- Coordinates services for before and after-school programs
- Organize and work closely with school administration to implement needed programs
- Ensure high-quality program services and support to enrolled students that meets the Texas ACE Program objectives in an effective manner
- Monitoring attendance and taking steps to ensure that students meet the required days and obtain regular status
- Coordinate data entry and evaluation of program at the center level
- Organize supplies, materials, equipment, and transportation for center
- Mandated to maintain and provide a current list of ACE participating students to administrators, campus staff, ACE staff, and other personnel as needed
- Recruit, train, and develop frontline staff to achieve intended objectives
- Effectively communicate with campus and ACE staff in order to maintain a positive working relationship
- Compiles records and prepares reports, meeting required deadlines in a timely manner
- Lead and facilitate on-going planning efforts including community outreach
- Manage the recruitment and retention of students
- Facilitate communication and create a link between the school-day and the programs
- Attend all required meetings, conferences, and trainings
- Work closely with principal(s) to effectively structure programs, meeting the needs of the individual campus setting
- Effectively meet the objectives of the ACE program through monitoring and proper supervision of program
- Collaborate with ISD administration to create and maintain accurate center budget and reports

- Plan, organize, and implement program design to effectively meet the needs of the students
- Meet all TEA compliance items including effective data and fiscal management
- Comply with district and administrative policies
- Must be able to interact consistently in a positive manner with a diverse group of individuals of the school, city, and state entities as well as branch subsidiaries and the state and national office of CIS.
- Compile and submit reports and information in a timely manner
- Accurately represent time and effort on monthly time sheets
- Exhibit excellent work attitude, strong work ethic, and self-motivation
- Maintain visibility on campus and integrate into campus culture
- Be responsible for program planning and implementation of objectives
- Encourage and motivate parents to become actively involved along with their children in school activities

### **SUPERVISION**

The Site Coordinator is supervised by the corresponding Communities In Schools Of the South Plains, Inc., Program Director. (*See organizational chart*)

### **EDUCATION**

Minimum – Bachelor’s Degree or 2 years’ experience in related field

Preferred – Master’s Degree in education or related field

### **EXPERIENCE**

Preferred experience with 21<sup>st</sup> CCLC or Before/After School Program and/or Summer School Program. Experience working with high risk children and families. Must be able to supervise staff members, have knowledge of community resources, and have the ability to work with various members from the school center and community.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common and/or technical documents. Ability to respond to common inquiries or complaints from the campus center or community.

Ability to effectively present information to faculty, staff, administrators, community, and/or board of directors.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.  
Ability to interpret an extensive variety of technical instructions in any form and deal with several abstract and concrete variables.

### **TECHNICAL SKILLS**

While performing the duties of Site Coordinator, a minimum of two years computer experience in Microsoft Word, and Excel, or other comparable programs will be required. To perform this job successfully, an individual must be able to effectively utilize a software program used for data entry, after reasonable training has been conducted. The Site Coordinator is required to do data entry into the software program, maintaining detailed student activities for state-wide reporting purposes.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Each center site and office accommodations will vary from center to center.

### **TRAVEL**

To perform this job successfully, an individual must possess a valid Texas Driver's license, be insurable with a good driving record. An individual will be required to operate their personal motor vehicle to attend meetings; attend conferences; attend workshops; attend training sessions. Attend scheduled staff meetings in which pertinent information is disseminated.

### **OTHER SKILLS AND ABILITIES**

- Oral and written communication skills.
- Be well groomed.
- Present professional appearance.
- Exhibit excellent work attitude and inter-personal skills.
- Work in team environment by partnering with other ACE Site Coordinators.
- Have the ability to function in a diverse job situation.
- Strong organization and time management skills

### **Equipment Used To Perform Job**

Computer, Telephone, Ten key/calculator, Fax Machine, Copy Machine

### **Physical Requirements:**

In order to perform the job, a person must have the ability to do the following physical actions:

1. Frequently sit (approximately 25% to 80% of the time)
2. Frequently stand (approximately 10% to 60% of the time)
3. Frequently walk (Approximately 10% to 40% of the time), generally from 5-30 feet within the office
4. Frequently lift and carry an average of 5 to 20 pounds and occasionally as much as 40 to 70 pounds or more. Items to be lifted or carried might include, but are not limited to, boxes or files, copy paper, supplies, materials, etc. Most items will be carried by hand. Most items must be lifted to knee or waist level, some items lifted to chest level and only a few items overhead.
5. Frequently push and pull objects in order to open and close file drawers, occasionally move items around the office such as a box of copy paper or computer paper, occasionally a small piece of furniture, the office chair, the vacuum cleaner, etc.
6. Occasionally bend and kneel to file, retrieve items, etc.
7. Occasionally flex upper trunk forward at the waist and partially flex knees, sometimes twisting or rotating upper trunk to right or left while sitting or standing.
8. Occasionally place arms above, at, and below shoulder height to reach.
9. Occasionally climb stairs or inclined surfaces.
10. Ability to get to and from work; ability to move from one work location to another work location during the day if necessary. Possession of a valid Driver's License for client transportation purposes or to run necessary errands. Must furnish current proof of insurance.
11. Must be able to work a flexible schedule. This position may require some work on evenings and weekends.

### **Environmental Conditions**

1. Occasionally requires going outside during hot or cold temperatures or during wet conditions in order to work with clients, or prepare for special events.
2. Occasionally requires going outside during evening and night hours.
3. Works alone at times, but usually works with others.
4. May have somewhat cramped work quarters depending on availability of office space.

### **Appearance**

1. Neat
2. Professional
3. Must reflect as a proper representation of CIS

**Adherence to the Philosophy of Communities In Schools Of the South Plains, Inc.**

1. Employee must demonstrate knowledge of and performance in accordance with the philosophy of compassion, caring and respect for the welfare and dignity of others.
2. Must display a non-judgmental acceptance of all students/parents/volunteers/staff/co-workers.
3. Establish and maintain good rapport in working relationships.
4. Display appropriate and consistently positive attitude.
5. Remain composed during stressful situations.

The above job description reflects the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of all work requirements that may be inherent in the position. Additional duties may be added or assigned from time to time.

**Employee Acknowledgment**

I hereby acknowledge receipt of a copy of this job description. I meet the requirements for this position and believe I have the ability to perform the duties as stated.

\_\_\_\_\_  
Employee printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature