



JOB DESCRIPTION

- I Title:** ACE Assistant Coordinator of Services
- II Qualifications:**
- A. BA/BS from accredited college/university program required
 - B. Organized, cooperative, willingness to create a safe, secure and friendly environment
 - C. Strong interpersonal and communication skills
 - D. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- III Primary Function:** The Assistant Coordinator of Service is responsible for assisting the Coordinator of Services with the managing and facilitating all daily functions and programming of students and staff for the ACE Program.
- IV Reports to:** Business Administrator and/or ACE Program and Student Services Coordinator
- V Major Duties and Responsibilities:**
- A. Assists with the creation and maintenance all ACE-related forms including, but not limited to, registration, workshop sign-ups, change in programming and any other student/family information.
 - B. Assists with the creation and maintenance of student rosters and group assignments.
 - C. Assists with the creation and distribution of student and staff attendance information on a daily basis.
 - D. Creates program scheduling and forms for staff.
 - E. Assists with check-in of students when needed.
 - F. Assists with the creation of the database and assists with the maintenance of files for incident reports.
 - G. Assists with the management and facilitation of all daily functions and programming of ACE students and staff.
 - H. Monitors the substitute staff database.
 - I. Monitors daily email communications from staff.
 - J. Monitors, sends and responds to ACE emails and phone calls as needed in collaboration with ACE Program and Student Services Coordinator.
 - K. Assists with the maintenance of the program site and all equipment, to provide a safe, clean, and organized environment for students.

ACE ASSISTANT COORDINATOR OF SERVICES

- L. Assists in providing direction to ACE team members for facilitation of programming and staffing adjustments as needed.
- M. Follows and enforces district policies and procedures.
- N. Performs other duties within the scope of his/her employment as may be assigned.

VI **Terms & Conditions of Employment:** Annual appointment upon recommendation of superintendent, satisfactory evaluation, and continuation of program.

VII **Compensation and Benefits:** \$15,000 stipend per year; 12-month position.

VIII **Evaluation:** Annually by Business Administrator and/or ACE Program and Student Services Coordinator