



## JOB DESCRIPTION

- I Title:** ACE 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 Coordinator of Service is responsible for 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. Creates and maintains all ACE-related forms including, but not limited to, registration, workshop sign-ups, change in programming and any other student/family information.
  - B. Creates and manages all ACE-related purchase orders, invoices, and facility usage forms.
  - C. Creates and maintains student rosters and group assignments.
  - D. Creates and distributes student and staff attendance information on a daily basis.
  - E. Reports daily student and staff logistic concerns to ACE Program Student Services Coordinator.
  - F. Creates program scheduling.
  - G. Assists with daily check-in of students.
  - H. Assists with staff scheduling.
  - I. Creates database and maintain files for incident reports.
  - J. Communicates with appropriate school and Rec personnel regarding student programming and facilities.
  - K. Manages and facilitates all daily functions and programming of ACE students and staff.
  - L. Assists in the monitoring of the substitute staff database.

ACE COORDINATOR OF SERVICES

- M. Monitors, sends and responds to ACE emails and phone calls as needed in collaboration with ACE Program and Student Services Coordinator.
- N. Maintains the program site and all equipment, to provide a safe, clean, and organized environment for students.
- O. Provides direction to ACE team members for facilitation of programming and staffing adjustments as needed.
- P. Follows and enforces district policies and procedures.
- Q. 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:** \$25,000 stipend per year; 12-month position.

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