



JOB DESCRIPTION

**I Title:** ACE Site Coordinator

**II Qualifications:**

- A. A minimum of 60 college/university credits required
- B. Teaching experience or related experience in childhood education required
- C. First Aid/Epi-Pen Certification or willingness to complete course upon appointment of position
- D. Organized, cooperative, willingness to create a safe, secure and friendly environment
- E. Strong interpersonal and communication skills
- F. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III Primary Function:** The site coordinator is responsible for overseeing and ensuring daily student engagement in ACE activities, and facilitating completion of ACE team member duties.

**IV Reports to:** ACE Program Director

**V Major Duties and Responsibilities:**

- A. Greet and communicate with parents/guardians daily during ACE dismissal from 3-6pm. (i.e. incident reports, attendance, behavior plans etc.) for the purpose of conveying and/or receiving information appropriate to students.
- B. Liaison between ACE team members and ACE Director & ACE Assistant Director
- C. Maintains organized and thorough staff and student attendance through collaboration with lead dismissal team member and ACE Assistant Director.
- D. Responsible for each student until he/she is picked up from the program by a parent or authorized person.
- E. Assure the safety and well-being of the children. Call for emergency assistance if needed and complete accident reports when necessary.
- F. Communicate regularly with the Program Director, Assistant Director, and ACE Student Services.
- G. Provide direction and support to the ACE teaching staff on their designated day.

ACE SITE COORDINATOR

- H. Communicate appropriate behavior standards and assists with individual student accommodations and modifications.
- I. Maintain professionalism and confidentiality at all times.
- J. Demonstrate positive interpersonal communication skills.
- K. Maintain the program site and all equipment, to provide a safe, clean, and organized environment for students.
- L. Attend and participate in all staff meetings and/or training sessions for the purpose of receiving and conveying information related to the program.
- M. Report any problems which arise with participants, other employees, or the school to the ACE Program Director, ACE Assistant Director, and/or ACE Student Services.
- N. Follow and enforce district policies, codes of conduct and procedures.
- O. Perform other duties within the scope of his/her employment as may be assigned by the ACE program director.

VI **Terms & Conditions of Employment:** Annual appointment upon recommendation of ACE Program Director, Superintendent, satisfactory evaluation, and continuation of program.

VII **Compensation and Benefits:** One or multiple days per week on site; Hours 2:45 p.m. to 6:00 p.m. \$5,000 stipend for one day per week of site coordination; 10-month position. Work Year: All student present days.

VIII **Evaluation:** ACE Program Director