



Job Description

JOB TITLE: Texas ACE Project Director

Primary Purpose:

Oversee all aspects of the development, implementation and management of the Texas ACE Program.

Qualifications:

Education/Certification:

- **Minimum** - Bachelor's Degree in education or related field
- **Preferred** - Masters Degree in education or related field

Special Knowledge/Skills:

- Strong communication, public relations and interpersonal skills
- Strong organization and time management skills
- Excellent written and verbal communication skills
- High degree of computer proficiency using Microsoft Office
- **Preferred** - Ability to communicate in native language(s) of program recipients

Experience:

- Three years experience in an educational and/ or social work setting
- Supervisory experience of small to medium teams
- Experience in fiscal/budget management, data reporting, and management information systems
- Demonstrated competence in program development, marketing, implementation, and evaluation
- Working knowledge of local youth service organizations

Major Responsibilities and Duties:

1. Articulate the Texas ACE Vision, Mission, and Objectives to staff, administrators, students, families, and community leaders to generate support identifying problems and generating solutions through collaborative discussions in regular meetings
2. Coordinate the Texas ACE Program implementation at each Center with the Site Coordinator, appropriate District Administrators, participating Center Administrators, and Service Providers
3. Develop and implement marketing & recruiting strategies along with appropriate communication goals and objectives for all centers
4. Create, publish, and implement effective procedures and policies to ensure an effective program
5. Present opportunities to provide students a broad array of additional programs, activities and services to reinforce and complement the regular school day
6. Serve as Liaison for TEA, District, and Center in regards to the Texas ACE Program
7. Offer opportunities for parents and students to engage in Family Engagement Activities
8. Ensure program variety remains unique and challenging
9. Respond to concerns of participating campus administrators and service providers
10. Generate an evaluation plan with either an internal or external evaluator
11. Attend all required Texas ACE Trainings, Webinars, Conference Calls, and Meetings
12. Establish and monitor each center budget and overall budget for operations
13. Prepare and provide reports as required while maintaining appropriate compliance and data activities
14. Coordinate with community stakeholders to establish a sustainability plan to be implemented at the conclusion of grant funding
15. Perform other job related duties as assigned

Supervisory Responsibilities:

- Management of Site Coordinators and Program Staff as required
- Communicate and promote high expectation levels with corresponding recognition for excellence and achievement
- Establish an environment of success through positive staff morale and program achievement
- Monitor and ensure all compliance documentation are in line for Texas ACE Program requirements including day-to-day data collection, personnel procedures, and fiscal responsibilities
- Mediate and facilitate effective resolution of conflicts in a timely fashion
- Encourage consensus building and team decision processes
- Manage the use of office facilities to ensure a clean, orderly, and safe office
- Assess personnel performance and develop professional training to address gaps or to enhance existing positive traits while fostering a train-the-trainer atmosphere.

Professional Conduct:

- Actively engage in professional and personal development through a development plan
- Network with other Project Directors and professionals through the Texas ACE network
- Conduct oneself in a professional, ethical manner, in accordance with generally accepted community standards and organization's code of ethics

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard physical activity such as periodic standing, walking, sitting, basic motor skills to access computer files for information or simple data entry. Occasional travel along with frequent prolonged and irregular hours.

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress.

Physical and mental demands do not expose employee to physically unpleasant or hazardous conditions.



Job Description

JOB TITLE: Texas ACE Site Coordinator

Primary Purpose:

To oversee the planning, implementation, management and evaluation of the Texas ACE Program at the assigned center.

Qualifications:

Education/Certification:

- **Minimum** - Bachelor's Degree in education or related field
- **Preferred** - Masters Degree in education or related field

Special Knowledge/Skills:

- Ability to maintain positive working relationships with the public and frontline staff
- Strong organization and time management skills
- Excellent written and verbal communication skills
- High degree of computer proficiency using Microsoft Office
- **Preferred** - Ability to communicate in native language(s) of program recipients

Experience:

- Experience working with high risk children and families
- Experience in staff supervision
- Knowledge of community resources
- **Preferred** – 21st CCLC or After School / Summer School Program experience

Major Responsibilities and Duties:

16. Organize and work closely with school administration to implement program
17. Ensure high-quality program services and support to enrolled students that meets the Texas ACE Program objectives in an effective manner
18. Assure regular student participation, as defined by program requirements, by monitoring attendance and taking steps to ensure that regular student counts are met or exceeded.
19. Coordinate data entry and evaluation of program at the center
20. Organize supplies, materials, equipment, and transportation for center
21. Recruit, train, and develop frontline staff to achieve intended objectives
22. Lead and facilitate on-going planning efforts including community outreach
23. Manage the recruitment and retention of students
24. Facilitate communication and create a link between the school-day and the program
25. Attend all required meetings, conferences, and trainings
26. Coordinate with community stakeholders to establish a sustainability plan to be implemented at the conclusion of grant funding
27. Meet all compliance items including effective data & fiscal management.

Physical & Mental Demands:

Standard physical activity such as periodic standing, walking, sitting, basic motor skills to access computer files for information or simple data entry. Occasional travel along with frequent prolonged and irregular hours. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress. May occasionally lift and/or move up to 25 pounds.



Job Description

JOB TITLE: Texas ACE Family Engagement Specialist

Primary Purpose:

The Family Engagement Specialist encourages family/parental involvement in the school and provides ongoing, educational programs to immediate family members, parents/legal guardians of students enrolled in the Texas ACE Program.

Qualifications:

Education/Certification:

- **Minimum** - Associates Degree in education or related field
- **Preferred** - Bachelors Degree in education or related field

Special Knowledge/Skills/Experience:

- Strong communication and interpersonal skills
- Must be familiar with the community and support agencies
- Must be adaptable to meet the needs of the families in the program in addition to working flexible hours to accommodate work in the evening
- Experience working in an educational, social service, or family support service setting
- Experience with child development and effective parenting techniques
- Experience working with families that have diverse cultures and economic backgrounds
- **Preferred** - Ability to communicate in native language(s) of program recipients

Major Responsibilities and Duties:

1. Plans, coordinates, and implements a Family Engagement Program in each center
2. Works closely with the center and the Parent Teacher Organization
3. Plans and organizes Family Support Service workshops
4. Promotes parent and community volunteers at the center
5. Works closely with at-risk students to ensure they receive continued support for their educational goals
6. Informs families of community resources that could provide needed assistance.
7. Develops Family Resource Centers to check out periodicals, videos, books and educational games/materials for the entire family
8. Performs other duties as assigned

Physical Demands:

Standard physical activity such as periodic standing, walking, sitting, basic motor skills to access computer files for information or simple data entry. Occasional travel along with frequent prolonged and irregular hours.

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate events; maintain emotional control under stress.