

TEXAS ACE SITE COORDINATOR OF STUDENT DEVELOPMENT
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT (GRANT FUNDED)
SALARY CODE: 20
REPORT TO: DIRECTOR OF SPECIAL INSTRUCTIONAL PROJECTS-21ST
CENTURY COMMUNITY LEARNING CENTERS
REVIEWED DATE: JUNE 06, 2019

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Coordinates in the planning and implementation of a wide variety of Texas ACE activities, events, and programs to meet the diverse needs and interests of students, enhance their educational experience outside the regular school day and promote a sense of community at Texas Southmost College.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, implements, and monitors a variety of Texas ACE Program activities and events for target students and their families.
- Organizes and works closely with school administration to implement program.
- Assures regular student participation, as defined by program requirements, by monitoring attendance and taking steps to ensure that regular student counts are met or exceeded.
- Coordinates data entry and evaluation of program at the center.
- Organizes supplies, materials, equipment, and transportation for center.
- Assists in providing leadership programming and service learning opportunities for students.
- Assists in the creation and delivery of a first-year experience program that supports students' transition from high school to college and provides a foundation for academic success.
- Ensures proper risk management compliance in all activities and programs.
- Leads and facilitates on-going planning efforts including community outreach.
- Manages the recruitment and retention of students.
- Meets all compliance items including effective data & fiscal management.
- Participates in the process for systematic review and evaluation of respective functional area per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite. Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.

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- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Promotes positive morale and teamwork within the department and provides exceptional customer service to students, their families, and community.
- Serves on committees as appropriate and as appointed by supervisor.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

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.

- A strong commitment to the mission of Texas Southmost College.
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- Ability to perform and excel in a high-tech all-digital environment.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree in education or related field from an accredited college or university.
- At least two (2) years of experience working with high-risk children in an educational setting.
- Experience of working effectively in a team environment with a customer service focus.
- At least one (1) year of experience in staff supervision.

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PREFERRED EDUCATION AND EXPERIENCE

- Bilingual, English-Spanish.
- Master's degree in education or related field from an accredited college or university.
- 21st CCLC or K-12 After School/Summer School Program experience.

CERTIFICATES AND LICENSURES

None required.

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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas/Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. * Do you have a Bachelor's degree in Education or related field from an accredited college or university?
 - Yes
 - No
3. * Do you have at least two (2) years of experience working with high-risk children in an educational setting?
 - Yes
 - No
4. *Do you have experience working effectively in a team environment with a customer service focus?
 - Yes
 - No
5. Do you have at least one (1) year of experience in staff supervision?
 - Yes
 - No
6. Are you bilingual in English-Spanish?
 - Yes
 - No
7. Do you have a Master's degree in Education or related field from an accredited college or university?
 - Yes
 - No
8. Do you have 21st CCLC or K-12 After School/Summer School Program experience?
 - Yes
 - No