NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

ACE Director

Department: Student and Outreach Services
FLSA Status: Exempt
Grade/Level: Admin/Prof

Job Status: Full Time
Reports To: Associate Dean of Student and Outreach Services/CIS Director
Amount of Travel Required: As needed
Positions Supervised:
Contract Length: 11.5 months

MAJOR RESPONSIBILITIES:

- Work closely with Executive Director in overall program planning, decision making and implementation of all youth programs assuring that they work in collaboration for the success of NTCC and each individual program.
- Assure adherence to local, state and federal guidelines regarding data collection and service delivery for the various CIS programs.
- Implement applicable district, college, and grant policies and regulations and develop additional policies and procedures for successful operation of programs.
- Plan and implement afterschool program assuring adherence to the 21st Century grant guidelines.
- Assist staff in planning a well-rounded range of academic and enrichment activities.
- Meet regularly with site coordinators to ensure compliance to grant, district and college guidelines, including regular site visits.
- Administer assigned budget and approve expenditures in accordance with regulations and guidelines, meeting regularly with site staff to ensure adherence to the budget.
- Evaluate program using evaluation tools and documentation required to measure program outcomes and utilize such data for program improvement.
- Facilitate partnerships with appropriate public and private agencies that provide services to the students and families.
- Establish and maintain communication with members of the school staff, parents, CIS Board and advisory committee members about student needs and aspects of the afterschool program.
- Responsible for accurate and timely data collection and reporting to meet state and federal requirements.
- Work with program evaluator to gather information and make program changes as needed.
- Perform other duties as assigned.

POSITION CHARACTERISTICS:

- Strong interpersonal skills and the ability to collaborate with diverse individuals, families, groups, and organizations.
• Detail oriented with the ability to manage multiple tasks.
• Excellent writing and presentation skills.
• High degree of initiative, creativity, and flexibility to optimize the implementation and continuation of the program.
• General knowledge of public school operations and higher education.
• Familiar with strategic planning and be able to set priorities and goals to meet program outcomes.
• Ability to supervise staff and provide programming within budgetary limits.

MINIMUM QUALIFICATIONS:

• Bachelor’s degree in counseling, education, administration or a related field is required.
• Master’s degree preferred but experience in programming for educationally or economically disadvantaged students may be substituted for education.
• Experience in public education and higher education.
• Experience working with students from diverse and disadvantaged backgrounds.
• Excellent verbal and written communication skills.

Signatures:

_________________________  ____________________________  ____________________________
ACE Director                Date

_________________________  ____________________________
Associate Dean for Student and Outreach Services   Date
Director of CIS

_________________________  ____________________________
Vice President for Student and Outreach Services   Date

_________________________  ____________________________
President                    Date