ACE Site Coordinator

**Department:** Student and Outreach Services

**FLSA Status:** Exempt

**Grade/Level:** Admin/Prof

**Work Schedule:**
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

**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:** 10.5, 11, or 12 months

**MAJOR RESPONSIBILITIES:**

- Coordinates development and implementation of the after school program.
- Implements applicable district, college, and grant policies and regulations.
- Administers assigned budget.
- Leader in planning and implementing the afterschool program.
- Maintain documentation required to measure program outcomes.
- Facilitates partnerships with appropriate public and private agencies that provide services to the students and families.
- Develops procedures and policies for operation of the afterschool program.
- Establishes and maintains communication with members of the school staff about student needs and aspects of the afterschool program.
- Maintain records needed for program administration.
- Performs other duties as assigned.
- Hire and supervise part time staff in accordance with NTCC human resources procedures
- Plan a well-rounded range of academic and enrichment activities.
- Ensure that program supplies are purchased in accordance with NTCC purchasing procedures.

**MINIMUM QUALIFICATIONS:**

- Strong interpersonal skills and ability to collaborate with diverse individuals, families, groups, and organizations
- High degree of initiative, creativity, and flexibility to optimize the implementation and continuation of the program
- Ability to maintain student files electronically and on paper
- Experience working with children and adolescents required
- Ability to supervise part time staff and provide programming within budgetary limits
- PREFERRED: Bachelor’s degree in Social Work, Education, Counseling, Psychology, Human Relations, or Related Field.
Signatures:

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ACE Site Coordinator

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Associate Dean for Student and Outreach Services
Director of CIS

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Vice President for Student and Outreach Services

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President

Date

Date

Date

Date