

COMMUNITIES IN SCHOOLS – SAN ANTONIO
Site Coordinator Posting
ACE Afterschool Program
A 21st Century Community Learning Center Project

The ACE (Afterschool Centers on Education) program takes place in Somerset I.S.D. at elementary, intermediate and junior high/high school sites. The program is designed to provide quality academic assistance and enrichment activities to help students meet academic standards in core subjects. Activities must be innovative and interactive, using new and unique hands-on methods of instruction that will enhance academic achievement and positive youth development. Program activities will be implemented after school on a daily basis, include several special events, and also include a summer component.

This posting is for the Junior High School Site Coordinator position.

Responsibilities

- Plan and coordinate all activities, including summer program
- Be available during the school day to provide advocacy for students enrolled in the program
- Meet with teachers, school staff and parents on a regular basis
- Conduct a campus needs assessment and develop a Campus Service Delivery Plan
- Participate in staff development and provide staff development for center staff and volunteers
- Supervise center support staff and volunteers
- Gather data and submit required reports within the required timelines
- Perform other duties as necessary to implement an effective program

Reports to: Project Director

Requirements:

- Minimum bachelor's degree in social work, counseling, psychology, education or related field
- Experience with at-risk populations and cross-cultural environments
- Proven ability to set priorities and work with minimal supervision
- Ability to articulate program goals in a public setting
- Experience working in a school setting preferred
- Bilingual ability in Spanish and English preferred
- A willingness to follow the philosophy of CIS and operate as a team player
- Possess a valid Texas Drivers License and have reliable transportation

Full-time Salary/Benefits:

- \$31,500 per year (CM I Level)
- Health, life, vision, dental and disability insurance paid by organization
- 403(b) retirement program
- Paid vacation, sick leave and school holidays

Closing Date:

Please submit letter of interest and current resume to:

Dr. Patrick McDaniel, Director of Human Resources
Communities In Schools of San Antonio
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pemcdaniel@cissa.org www.cissa.org

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