



ACE ACADEMY
African Arts, Culture & Education

AFTER SCHOOL SITE COORDINATOR JOB DESCRIPTION: Silver Spring

The ACE Academy 21st Century Community Learning Center program based in Silver Spring, Maryland, is seeking an experienced Site Coordinator to supervise a comprehensive after school program for children in grades 1 through 5. The ACE Academy program operates 4 days a week, Monday – Thursday from 3:30 p.m. - 6:30 p.m. In addition to program implementation, attending trainings, staff meetings, field trips and parent events is required and may take place in the evenings or on weekends. Reports directly to the Project Director. The start date is October 2, 2017 and the salary range is \$20 - \$25 an hour, depending on credentials and experience.

Job Responsibilities:

- Responsible for the day-to-day coordination of all program activities.
- Supervise staff, ensure lesson plans are being followed, assist students with homework and attend or lead a group in case staff are absent.
- Assist with behavior management and parent communication.
- Report immediately to Project Director any incidents, behavior issues, performance of instructors or late/absent staff.
- With the Project Director, ensure data for all components of project evaluation are collected, maintained and shared with the program evaluators according to the evaluation schedule provided by the evaluation team.
- Assist in the smooth operation of the afterschool snack program and pick up snacks at the designated school.
- Adhere to policies and procedures as outlined in the ACE Academy staff handbook.

Requirements:

- Must have reliable transportation.
- Must have a criminal background check prior to the start date.
- Experience working with elementary school age children.
- Experience with program management and student behavior guidance.
- Good interpersonal skills.
- Experience with Microsoft Office.

To apply for the position, send cover letter and resume to info@collaborationcouncil.org. Please note in subject line: Site Coordinator, Silver Spring. Open until position filled. The Collaboration Council is an Equal Opportunity Employer.