



**ACE ACADEMY**  
**African Arts, Culture & Education**

**AFTER SCHOOL SITE COORDINATOR JOB DESCRIPTION: Takoma Park**

The ACE Academy 21<sup>st</sup> Century Community Learning Center program based in Takoma Park, Maryland, is seeking an experienced Site Coordinator to supervise a comprehensive after school program for children in grades 1 through 5. The Site Coordinator will also serve as the STEM Coach on Fridays. The ACE Academy program operates 5 days a week, Monday – Friday 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 program staff, ensure lesson plans are being followed, help students with homework, assist instructors as needed and lead a student group when 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, including picking up snacks at the designated school.
- Adhere to policies and procedures as outlined in the ACE Academy staff handbook.
- Responsible for planning, and teaching Friday STEM activities (curriculum and kits provided) as well as supervising 3 Montgomery College STEM instructors who will assist with instruction of students.

**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 management.
- Good interpersonal skills.
- Experience with Microsoft Office.

To apply for the position, send cover letter and resume to [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org). Please note in subject line: Site Coordinator, Takoma Park. Position open until filled. The Collaboration Council is an Equal Opportunity Employer.