



SEGUIN INDEPENDENT SCHOOL DISTRICT

Job Description

JOB TITLE: ACE Site Coordinator
(Grant Funded)

WAGE/ HOUR STATUS: Exempt

REPORTS TO: 21st CCLC Program Director

PAY GRADE: Professional (1)

DEPT/ SCHOOL: Curriculum & Instruction

DAYS EMPLOYED: 212

GRANT PERIOD: 5 years (7/1/2021-7/31/2026)

DATE REVISED: November 2024

CONTINUED EMPLOYMENT BEYOND THE GRANT PERIOD IS NOT GUARANTEED.

PRIMARY PURPOSE:

This position exists to develop and coordinate campus activities for students and parents participating in the Texas 21st ACE program within Seguin ISD. The Site Coordinator will work with campus leadership to promote involvement in these centers for more successful student outcomes and focus on developing and planning community partnerships, character education, individual tutoring, vocational/technical/enrichment skills and family engagement.

Duties include maintaining accurate data relevant to the planning, management, and evaluation of the program. The Site Coordinator will provide on-site supervision for all programs as well as handles day-to-day situations such as discipline, separation issues, and program scheduling.

Additional duties will include, but not limited to, assist in planning and coordinating programs/trips, transportation and work with local district's cafeteria manager to plan for nutritional snacks and funding. Other duties and responsibilities will be identified as the project develops.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree required – Masters preferred
- Ability to maintain positive working relationships with campus, community, students and parents
- Ability to interpret data and evaluate instruction programs and effectiveness
- Ability to manage a budget
- Strong organizational, communication, and interpersonal skills

Special Knowledge/Skills:

- Knowledge or experience working with community youth programs is a plus
- Knowledge of modern grant administration practices, methods, resources, standards, and compliance
- Ability to organize work effectively, conceptualize and prioritize objectives
- Ability to exercise independent judgement for effective outcomes
- Ability to maintain good working relationships with staff, volunteers, community, and others
- Demonstrated skills in written and oral communication
- Ability to analyze complex information and synthesize into usable products
- Ability to use software to develop spreadsheets, perform data analysis, and do word processing
- Ability to meet established deadlines
- Ability to work with minimal supervision

Knowledge of community resources
Ability to establish community relationships
Knowledge of curriculum and instructional strategies for learners
Past experiences and actions reflect a commitment to the Seguin ISD mission and strategic plan
A passion and ability to build and sustain the EISD K-12 model
Work in schools that demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
Reflective, self-aware and adaptable to communication and work styles of others
Critical thinker and problem solver who takes initiative
Belief in the power of collaboration and works to build a collaborative culture with SISD network, community, staff, families and students

Experience:

Minimum of 3 years of experience working with at risk youth and their families is preferred.
Experience working with 21st Century Learning Centers or extended learning programs preferred.
Knowledge or experience working with community youth programs preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

Program Management

1. Manages grant according to state and federal requirements.
2. Disseminates information, and explains grant restrictions, regulations, priorities, and deadlines to administrators and staff.
3. Collects and analyzes data using various data collection methods such as assessment, interviews and surveys.
4. Assists the Grant Director in assuring that expenditures support program objectives and that budgets are consistent with original grant application.
5. Works with the Grant Director collecting data for the Texas Department of Education, the Grant Accountant and the external evaluator.
6. Provides regular status reports to the Grant Director on grant implementation and timelines.
7. Prepares and presents presentations.
8. Ensures timely and proper reporting and compliance according to grant guideline schedules.
9. Responsible for grant closeout, including assurance that all purchase orders are paid and all goods and services are received within the grant award period.
10. Maintains good public relations.
11. Provides on-going monitoring and administrative support for campus grant implementation.
12. Ensure students are engaged through activities and technology that accommodate various learning styles, personality styles, and the need for physical movement.
13. Performs other duties as assigned to accomplish grant goals.
14. Keeps grant director and district administrators informed of training needs pertaining to grant implementation.

15. Use the TEKS and Seguin ISD Curriculum Guides to create rigorous, objective-driven, and possibly arts-infused lessons.
16. Coordinate scheduling and room assignments for all classes.
17. Oversee the enrollment of students in the program.
18. Provide staff development sessions for teachers including sessions on methodology and delivery of instruction for adult students.
19. Communicate respectfully and thoughtfully with parent/guardians remaining sensitive to different families' cultures, values and needs.
20. Work collaboratively with parents/guardians, families, and other members of the community to involve them in academic activities and to support the success of a diverse student population and to bring in volunteers and additional resources.
21. Collaborate with campus staff and leadership to continuously improve grant goals and activities.
22. Ensure grant activities and goals contribute to the cognitive, social, emotional, and physical well-being and growth of each participant.
23. Ensure grant program implementation reflects the use of best practices in program structure, learning environment, learning strategies, programming, and building effective relationships with campus staff, families, children/youth, and the community.
24. Secure necessary resources for program delivery.
25. Coordinates on-going family/guardian workshops, services, and special events.
26. Attend regularly scheduled staff meetings to review progress toward grant goals, debrief activities, communicate expectations, and review evaluation strategies.

Budget and Inventory

27. Develop and administer grant budget based on documented needs and ensure that operations are cost effective and grant funds are managed wisely
28. Identify needs and initiate the selection and purchase of supplemental equipment and supplies for the grant program.

Policy, Reports, and Law

29. Compile, maintain, file and submit all grant reports, records, and other documents as required.
30. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy.

Personnel Management

31. Select, train, supervise staff and make recommendations on the assignment, transfer, retention, discipline, and dismissal of instructors and staff.
32. Maintain and submit accurate data, time records, and other information required for payroll processing.

WORKING CONDITIONS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Frequent district wide travel; frequent prolonged hours.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

I understand that a portion or all of my position could be funded using a Federal funding source (including extra duty pay, stipends, or compensation).

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Reviewed by _____ Date _____

Employee Signature _____ Date _____