



Title: Titans ASES Coordinator
Program: Titans ASES
Reports To: Program Director
Employment Status: Part-time
Salary/Hrs: \$14.25 - \$15.40 per hour. 20 - 30 hours per week max when classes in session, may be greater during intersession and breaks.

Position Summary

Titans ASES Coordinators act as site supervisors at their 2 designated after-school site. ASES Coordinators are responsible for the supervision of the students participating in the program, as well as the ASES Aides. They must be available to work five days a week (Monday-Friday) from 12:30 - 6 p.m. They will maintain contact with the Program Director regarding all aspects of the program and will commit to being a constant presence during all hours of operation. Ideal candidates possess experience working with children, high energy, creativity, and the ability to maintain a fun and organized atmosphere.

Essential Functions

1. Manages 2 ASES sites (4 - 5 classrooms of 20 students, totaling at least 60 – 100 students at all school sites and manage up to 5 ASES Aides.
2. Must maintain 90% of their designated schools enrollment goal for the school year.
3. Must attend all weekly coordinator meetings.
4. Must host weekly staff meetings with both school sites ASES staff.
5. Must host 2 parent nights at each of their school sites.
6. Must implement all ASES rules and procedures as is.
7. Must use own personal cell phone for work related issues on a daily basis.
8. Must report to Program Director all staff call outs for work.
9. Works with Program Director to prepare and implement program activities and disciplinary plan.
10. Oversees the implementation of *Read 180*, computer-based curriculum, by
11. ASES Aides (training provided).
12. Create and implement engaging educational curriculum
13. Collects student tracking and evaluation data from ASES Aides and submits to
14. Program Director.
15. Ensures that program materials and equipment are available and working.
16. Assures that students receive constant supervision
17. Prepares and implements specific enrichment and recreational activities.

18. Communicates regularly with the Program Director regarding all aspects of the program.
19. **Must stay late when late child pick ups occur, no matter what the circumstance may be.**
20. Will use own vehicle for transporting ASES materials.
21. Must volunteer 12 hours of mandatory professional development training.
22. Performs other duties as assigned.

Skill Requirements

1. Supervisory skills a must.
2. Understanding of behavior management and effective disciplinary techniques
3. Excellent verbal and written communication skills
4. Highly organized with exceptional interpersonal and partnering relationship skills
5. Enthusiastic and highly motivated
6. Proven leadership and team-building skills
7. Excellent time management skills
8. Proficient in Microsoft Office (i.e. *Word, Excel*)
9. Must pass the District Exam OR have 48 College Units Completed.
10. Must have at least a 2.5 GPA, if enrolled in college as an undergrad.

Minimum Education and/or Training

Experience working with children in an after-school or school setting essential. Background in education or child development is helpful. Candidates must have at least 1.5 years of experience in after-school programming. Candidates with previous experience as staff of an after-school program will receive preference, but others are welcome to apply.