

# ACES Site Coordinator

## Job Description

2019-2020 school year

**Status:** Full-time, 40 hours/week

**Salary:** \$34,000-\$38,000



## Position Description

ACES is an out-of-school time program that uses sports as a hook to get 4<sup>th</sup>-8<sup>th</sup> graders excited about math and social-emotional learning. ACES' mission is to reduce the academic achievement gap and improve the likelihood of success for students in traditionally underserved communities.

The Site Coordinator is ACES' key to providing students with exceptional learning experiences. We look for adults who are relentless about changing the game for inner-city youth and believe that all students deserve high-quality learning opportunities. We seek candidates who keep youth at the center and embody the rest of ACES' values: growth-mindset, teamwork, equity, and empathy and responsiveness.

The Site Coordinator is responsible for overseeing the daily operations of one site, including the supervision of three to five part-time Academic Coaches who teach the ACES curriculum in classrooms. Therefore, this position demands excellent leadership, communication, and management skills.

Site Coordinators take initiative to make site-based decisions, facilitate daily meetings, supervise and give feedback to Academic Coaches, and ensure that ACES is safe and engaging for both staff and youth. Because ACES partners with schools and community centers to host its program, it is essential that the Site Coordinator be a partnership champion, including developing strong relationships with partner staff and families and navigating community dynamics. Site Coordinators are also accountability experts, ensuring the Academic Coaches implement the ACES model with fidelity and accuracy. They embody ACES' evaluation philosophy and are data-driven to improve their practice and reach ACES' goals.

Site Coordinators work as a team and meet regularly to solve problems and share best practices. All Site Coordinators are supervised and supported by the Curriculum & Instruction Manager. Benefits include ongoing coaching and feedback, access to networking and career development opportunities, opportunities to attend events and field trips with Minnesota's professional sports teams and increasing growth and leadership over time.

This position includes responsibilities in the development of the ACES curriculum. ACES writes, reviews, and edits its own unique curriculum which uses sports to bring learning to life for students. The Site Coordinator will work closely with the Curriculum & Instruction Manager to edit existing lessons and develop new lessons; thus, this position requires substantial understanding of teaching and lesson planning, as well as strong and efficient writing skills. This person must demonstrate passion for facilitating the connection from sports to math and social-emotional learning.

## Responsibilities

- Plan, organize, and manage ACES programming at one site
- Supervise and coach up to 5 part-time Academic Coaches
- Lead organized daily staff meetings to ensure program success
- Accurately collect and organize all required data, including student information, attendance, dosage, behavior, surveys, and assessments
- Establish strong relationships that create consistent teamwork with families, schools, and other community partners
- Communicate regularly with Curriculum & Instruction Manager; advocate and articulate your needs in a clear and timely manner
- Be a champion of the ACES model by previewing curriculum and thinking critically about adaptations and engagement strategies

- Demonstrate relentless attention to providing students with a high-quality program experience; demonstrate a continuous growth mindset
- Participate in other ACES activities, including field trips, fundraising events, and professional development opportunities
- Present oneself in a highly professional manner and be an ambassador of the program and values

## Qualifications

- Experience teaching or working with youth
- Clear communication skills with strengths in giving directions, giving and receiving feedback, and building rapport with students, families and staff
- Embodiment of ACES' values, mission, and beliefs
- Ability to exercise initiative and take ownership of managing a site, while asking for support when needed
- Strong organization and management skills
- Able to occasionally flex work hours to include evening and weekend commitments
- Curriculum development skills:
  - Strong writing skills
  - Ability to work efficiently with attention to detail
  - Experience in lesson planning, especially for the teaching of math or social-emotional skills
  - Knowledge of sports

## Desired Skills & Experience

- Bachelor's degree in a relevant field
- Ability to speak multiple languages, especially Karen, Hmong or Spanish
- Experience managing a staff team
- Experience working in urban schools or organizations with diverse populations
- Current MN teaching license or desire to pursue one

## Equal Employment Opportunity

ACES is an equal opportunity employer and makes employment decisions based on merit. ACES strongly encourages people of color to apply. ACES is actively committed to diversifying our team to best serve youth in our programs. Organizational policy prohibits unlawful discrimination based on genetic characteristics or information, race, color, creed, sex, gender, gender identity, marital status, age, national origin, ancestry, physical disability, mental disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. The Organization prohibits unlawful discrimination by any employee of the Organization, including supervisors and co-workers.

**Apply!** Please submit your resume and cover letter to Krista Mehrl at [info@ACES4Kids.org](mailto:info@ACES4Kids.org) or contact ACES at 612-331-3454.