

**New Summerfield ISD**  
**ACE Tx21st Century Community Learning Center**  
Job Description

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**Job Title:** ACE Afterschool Teacher **Name:** \_\_\_\_\_

**Reports to:** Site Coordinator

**Campus:** \_\_\_\_\_

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**Hours:**

Monday - Friday 4:00p.m. - 6:00 p.m.

**Salary:**

Varies depending on position and qualifications.

**\*ALL ACE POSITIONS ARE PAID 100% WITH FEDERAL FUNDS.\***

Certified - \$30 per hour

Paraprofessional - \$25 per hour

**\*If the person is currently a NSISD employee, this will be considered supplemental pay after their contracted day ends.\***

**Qualifications:**

College degree preferred. Experience in the classroom preferred. Teaching certification is preferred. Note that ACE focuses on serving students who have diverse academic needs. Bilingual in English/Spanish desirable.

**Summary:**

Support the mission, purpose, and goals of the ACE After School Program and create a safe and supportive environment where students can receive academic and enrichment opportunities during out-of-school time. Ultimately, all ACE activities focus on helping at-risk students meet state academic standards, with a special emphasis on post-secondary education.

**Essential Duties and Responsibilities:**

Under the direction of the Site Coordinator at NSISD, the ACE Afterschool Teacher is responsible for the successful implementation of the following tasks:

1. **Academic Goals:** Implement lessons that reinforce what is being taught during the regular school day. Curriculum is based on Texas Essential Knowledge and Skills (TEKS). Implement guided homework time and provide support for the four content areas: Reading, Math, Science, and Social Studies.
2. **Enrichment Strategies:** Responsible for implementing enrichment curriculum, may be provided by Site Coordinator. Teachers will be responsible for leading a group in an enrichment activity each day. Activities include, but are not limited to: Science, Math, Social Studies, and Reading Based projects; arts and crafts, technology, physical fitness and sports, music, cooking, etc.

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**3. Duties:**

- A. Supervise students with behavior management, building positive relationships and techniques that meet the needs of diverse learners.
- B. Participate in staff development, training, and classroom observations.
- C. Transition students from class to class.
- D. Secure and return all ACE materials used daily for each activity.
- E. Assist in student arrival, transition, and departure procedures.
- F. Record Daily Attendance
- G. Assist in special events if needed.
- H. Assist in site clean-up daily.

**Additional Requirement:**

Candidates will be subject to a criminal background check and SBEC fingerprinting requirements.

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_