



## Job Title: ACE Teacher

### Summary

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

### Qualifications

College degree, and teaching certification preferred. Experience in the classroom or working with at-risk students. Bilingual in English/Spanish strongly desirable.

### Essential Duties, Responsibilities, and Skills

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

**Academic Duties:** Implement lessons that reinforce what is being taught during the regular school day. Curriculum is based on Texas Essential Skills and Knowledge (TEKS). Implement guided homework time and provide support for the four content areas: Reading, Math, Science, and Social Studies.

**Enrichment Duties:** Responsible for implementing enrichment curriculum which 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.

#### **Responsibilities:**

- Provide student supervision that includes behavior management
- Build positive relationships with students
- Employ techniques that meet the needs of diverse learners
- Participate in staff development, training, and classroom observations
- Aid in student transition from class to class
- Prepare necessary materials daily for each activity
- Assist in student arrival, transition, and departure procedures
- Record daily attendance
- Assist in special events
- Assist in site clean-up daily

#### **Skills:**

- Enthusiastic and positive demeanor
- Caring heart for helping children
- Genuine interest in education and well-being of students
- Knowledge of basic computer programs
- Knowledge of basic technology (phones, walkie-talkies, intercom systems, etc.)
- Ability to communicate effectively with school-age children and other ACE staff members

**Additional Requirements:** New hires will be subject to a criminal background check and fingerprinting process

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NAME: \_\_\_\_\_

NUMBER: \_\_\_\_\_

**Which days are you available to work?**

Monday      Tuesday      Wednesday      Thursday

**Which hours can you work?**

Morning (7:00-7:45)      1st hour (3:00-4:15)      2nd hour (4:15-5:15)

**What type of classes are you interested in teaching?**

\_\_\_\_\_

**What grade levels are you interested in teaching?**

\_\_\_\_\_

**When would you be able to start?** \_\_\_\_\_

**List any hobbies and/or talents you have that could be incorporated into the ACE Program and benefit our students?**

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