POSITION: Program Services Specialist

RESPONSIBLE TO: Director of Youth Services

EMPLOYMENT STATUS: Regular - Full Time

PRIMARY WORK SITE: Ashtabula Area City Schools Campuses

GENERAL RESPONSIBILITIES: This position combines the responsibilities of the School Based Clinic Specialist, the DEC Assistant, and the Dragon Plus Instructor. The Program Services Specialist supports the district wide community learning center initiative, a full-service community school consortium where the school serves as a community hub. The Program Service Specilist develops, promotes, and furthers the efficient use of community resources to create positive impact and improve the coordination, integration, accessibility, and effectiveness of services for children and families. Dragon Plus is a youth program committed to providing out of school time learning, academic, and enrichment activities to Lakeside High School students. The Program Services Specialist is responsible for planning and leading fun and creative academic and enrichment activities in as outlined in lesson plans that are aligned to Ohio Department of Education standards.

SPECIFIC DUTIES AND RESPONSIBILITIES:

* Assist with coordination of programming and resources for students, families and the community
* Assist with communication flow with students, families, staff, and community
* Assist in tracking partner and community resource activity in the Community Learning Center.
* Assist in maintaining DEC spaces and resources at all sites in an organized and orderly fashion.
* Assist with scheduling health care clinic appointments for students
* Walking students from all buildings on the elementary campus to the school-based health clinic, and walking them back to their home schools
* Assisting with documentation such as paper registration forms
* Ensuring that documents such as visit summaries and consent forms are put in students backpacks to be taken home
* Assisting with making phone calls to guardians to inquire about needs, medical conditions, etc.
* Develops and implements creative and fun lesson plans for afterschool program subject areas including math and English language arts to serve students in grades 9-12
* Ensures program includes activities that contribute to the cognitive, social, emotional, and physical well-being and growth of each participant
* Ensures after school curriculum aligns with school day curriculum and/or Ohio’s Learning Standards
* Develops differentiated instructional plans individualized to student needs
* Maintains accurate and complete records
* Reviews and submits weekly, monthly, quarterly, and annual program reports as necessary; assures the effective implementation and successful completion of program requirements.
* Attend meetings and trainings as required by the afterschool program
* Builds key relationships with the AACS School District, students, parent/guardian/family, and other community networks related to programs and services.
* Participates in program self-assessment tool with staff and stakeholders
* Works with external evaluators and program staff to measure programmatic, operational, and youth outcomes; ensures all reporting on these outcomes is done accurately
* Perform other duties as specifically related to the mission of the Community Learning Center, Youth Services programs, and ACCAA, as assigned by the Director of Youth Services.

SKILLS AND QUALIFICATIONS:

* High School Diploma required, Bachelor’s Degree and related training is preferred. Experience in coordinating program activities in a school or institutional setting is desired.
* Excellent organizational skills.
* Proficient to advanced computer skill level. Knowledge of, or ability to master utilization of, all necessary computer software and database programs (including MS Office applications and internet research).
* Excellent written, oral communication, networking, negotiation (conflict management and resolution), and presentation skills.
* Enthusiasm for community education and commitment to youth development and services.
* Bilingual and bicultural skills desirable, but not required.
* Confidentiality in all aspects of program operation must be maintained.
* Will occasionally be required to work evenings and holidays.
* Must have available and reliable transportation. Must be able to travel to locations. Valid driver’s license and automobile insurance required. Driving must meet Agency standards.
* Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy. Must comply with and meet all requirements of the Ashtabula Area City School District.

HOW TO APPLY

Please send, email, or mail cover letter and résumé to: Robinlyn Vogel rvogel@accaa.org, ACCAA, PO Box 2610, Ashtabula, OH 44005-2610, Attn: Robinlyn Vogel

The Upper DEC Dragon PLUS Program is an equal opportunity employer and is committed to staff diversity. Our programs, services, and staff positions are funded by contributions from individuals and corporations, and by private foundation and public grants. All continued employment is dependent upon the organization’s ability to maintain appropriate and adequate funding levels. All staff positions are subject to the final approval of funding resources and of the Board of Directors.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

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Signature Date

11/2024