



## Administrative Services

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**Judith Barris**  
*Executive Director*

**Carmen Kuula**  
*Director of Planning and Senior Services*

**Ronald C. Loos**  
*Board Chairperson*

POSITION: Certified Teacher- Upper DEC Dragon PLUS Program  
RESPONSIBLE TO: Site Coordinator

EMPLOYMENT STATUS: Part-Time (12-15 hours/week, afterschool), Hourly  
PRIMARY WORK SITES: Lakeside High School, Ashtabula

### GENERAL RESPONSIBILITIES:

Upper DEC Dragon PLUS Afterschool Program is a youth program committed to providing academic and enrichment activities to students of the AACCS District. The Certified Teacher is responsible for the quality of the afterschool curriculum and ensuring Upper DEC Dragon PLUS Team understands and implements lessons and learning activities accordingly.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

- Develops lesson plans for afterschool program subject areas to serve 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
- Works with the Upper DEC Dragon PLUS Team to identify topics and programs for unique enrichment classes
- Provides assistance to and ensures integration of outside speakers/special instructors within afterschool program schedule and plans
- In coordination with the Team, monitors student progress
- Develops differentiated instructional plans individualized to student needs
- Cooperates and aligns with the individualized education program (IEP) for needs of students with disabilities
- Offers academic support and guidance to Upper DEC Dragon PLUS Team
- Maintains accurate records, files, and data systems for grant reporting (e.g., attendance, student data – qualitative and quantitative, standardized testing scores, comparison & participant group data, etc.).
- Reviews and submits 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 AACCS School District, parent/guardian/family, and other community networks related to programs and services.
- Distributes and collects student, staff, and parent surveys
- Participates in program self-assessment tool with staff and stakeholders
- Help with establishment of a formal evaluation system
- Works with external evaluators and program staff to measure programmatic, operational, and youth outcomes; ensures all reporting on these outcomes is done accurately

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P:(440) 997-5957

[www.accaa.org](http://www.accaa.org)

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

## KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's Degree in Education or related field; School-Age Child Care Credential (e.g., Education).
- Must be Certified in one subject at the grade span served (9<sup>th</sup>-12<sup>th</sup> Grades)
- 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.
- Experience with curriculum development, lesson planning
- Afterschool program development and coordination experience helpful
- Knowledge of research methods, program evaluation, data assessment systems.
- Familiarity with Ashtabula communities, community resources, and school-linked services helpful
- Enthusiasm for community education and commitment to youth development and services.
- Bilingual and bicultural skills desirable, but not required.
- Ability to work some flexible hours (e.g., evenings and weekends).

## HOW TO APPLY

Please send, email, or mail cover letter and résumé to: Carmen Kuula [ckuula@accaa.org](mailto:ckuula@accaa.org), ACCAA, PO Box 2610, Ashtabula, OH 44005-2610, Attn: CKuula

*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.*

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.

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

9-2023