

# Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources

(409) 916-0107

## 21<sup>st</sup> Century Learning Project Director

Job Description

February 2016

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**Reports to:** Deputy Superintendent and Director of Secondary Education

**Term:** 226 Days

**Status:** Exempt

**Primary Purpose:** Oversees all aspects of the development, implementation and management of the Texas ACE Program.

### Qualifications:

#### Education/Certification:

Minimum - Bachelor's Degree in education or related field

Preferred – Master's Degree in education or related field

#### Special Knowledge/Skills:

Strong communication, public relations, and interpersonal skills

Strong organization and time management skills

Excellent written and verbal communication skills

High degree of computer proficiency using Microsoft Office

Preferred- Ability to communicate in native language(s) of program recipients

#### Experience:

Three years experience in an educational and/or social setting

Supervisory experience of small to medium teams

Experience in fiscal/budget management, data reporting, and management information systems

Demonstrated competence in program development, marketing, implementation, and evaluation

Working knowledge of local youth service organizations

### Major Responsibilities and Duties:

1. Articulate the Texas ACE Vision, Mission, and Objectives to staff, administrators, students, families, and community leaders to generate support identifying problems and generating solutions through collaborative discussions in regular meetings.
2. Coordinate the Texas ACE Program implementation at each Center with the Site Coordinator, appropriate District Administrators, participating Center Administrators, and Service Providers
3. Develop and implement marketing & recruiting strategies along with appropriate communication goals and objectives for all centers

“Job Openings” are posted at [www.tcisd.org](http://www.tcisd.org) .

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4. Create, publish, and implement effective procedures and policies to ensure an effective program
5. Present opportunities to provide students a broad array of additional programs, activities and services to reinforce and complement a regular school day
6. Serve as Liaison for TEA, District, and Center in regard to the Texas ACE Program
7. Offer Opportunities for parents and students to engage in Family Engagement Activities
8. Ensure program variety remains unique and challenging
9. Respond to concerns of participating campus administrators and service providers
10. Generate an evaluation plan with either an internal or external evaluator
11. Attend all required Texas ACE Trainings, Webinars, Conference Calls and Meetings
12. Establish and monitor each center budget and overall budget for operations
13. Prepare and provide reports as required while maintaining appropriate compliance and data activities
14. Perform other job related duties as assigned

### **Supervisory Responsibilities:**

Management of Site Coordinators and Program Staff as required

Communicate and promote high expectation levels with corresponding recognition for excellence and achievement

Establish an environment of success through positive staff moral and program achievement

Monitor and ensure all compliance documentation are in line for Texas ACE Program requirements including day-to-day data collection, personnel procedures, and fiscal responsibilities

Mediate and facilitate effective resolution of conflicts in a timely fashion

Encourage consensus building and team decision processes

Manage the use of office facilities to ensure a clean, orderly, and safe office

Assess personnel performance and develop professional training to address gaps or to enhance existing positive traits while fostering a train-the-trainer atmosphere

### **Professional Conduct:**

Actively engage in professional and personal development through a development plan

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Network with other Project Directors and professionals through the Texas ACE network  
Conduct oneself in a professional, ethical manner, in accordance with the generally accepted community standards and organization’s code of ethics

**Equipment Used:**

Computer, printer, and copier.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional prolonged and irregular hours. Frequent District travel. Repetitive hand motions; prolonged use of computer.

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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.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_