



PO BOX 30717 • Philadelphia, PA 19104

Ase Job Description Handbook

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Ase Academy

Job Description

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Title: Executive Director

Summary

Supervises overall direction of program and implement organizational strategies to improve overall program execution. Act as mentor/master teacher/ advisor to staff members. Teach at least one course. Participate in curriculum/ assessment. Direct marketing and outreach for incoming staff and students.

Requirements

Candidate must have background in education/ youth leadership. Must be knowledgeable of African-Centered principles. Must be flexible, able to engage multi-age populations. frequent check-ins with mentors as to success of pairings, Responsible for daily operations activities included but not limited too, putting out breakfast, interact with early student arrivals, put out attendance sheets, respond to any curriculum questions, check in with Mentors to see how pairings are working.

Duties and Responsibilities

- Weekly meetings with student leaders to discuss weekly events/student files/
- Oversee curriculum development
- Keep abreast to other programs/opportunities for students/staff
- Supervising staff and student recruitment
- Direct ROP program
- Training staff/ monitor staff development
- Bi-weekly check in of mentor/mentee pairings



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Title: Ase Futures Director

Summary

Ase Futures is the tenth through twelfth grade college prep program for Philadelphia area youth, largely hailing from under served schools and communities. Ase Futures is based on the award-winning holistic model of Ase's other programs, Ase Foundations (grades six and seven) and Ase Prep (grades eight and nine), using Saturdays to fuse academic enrichment, mentoring, arts, and real world engagement into a rich and meaningful educational experience. This is a full-time, salaried position. A Bachelors degree is required; Masters (attained or working towards) is ideal. A minimum of two years of experience in education (in a school setting and/or nonprofit organization) is also required. Previous leadership and program development/coordinator experience is preferred, however, exceptional candidates with limited prior experience will be reviewed

Duties and Responsibilities

- Managing the development and compilation of academic and cultural resources used in the program.
- Supervising student and staff recruitment.
- Developing and maintaining relationships with target schools, University of Pennsylvania partners (both student organization partners and administrative partners), parents/guardians, and other key community agencies.
- Creating outreach and promotional opportunities for the Ase Futures program.
- Organizing introductory and follow-up training sessions for Ase Futures staff. Providing ongoing mentoring and advising to staff throughout the year through interaction and example.
- Assisting the Lion's Story CEO and Developmental Committee with grant preparation, reporting, and follow-ups.
- Maintaining detailed internal reports and assessment data.
- Providing projections and strategic planning for future program enhancements.
- Managing the overall operations of the Ase Futures program ensuring that it is on track to achieve or surpass stated program goals annually.



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Title: Executive Assistant

Summary

The Executive Assistant will assist the Executive team with administrative duties. Executive Assistant should be well-organized, excellent communication and organizational skills. Candidate should be comfortable acting as representative for the organization. Must be self-motivated and able to identify task for completion.

Duties and Responsibilities

- Check the Ase Voicemail
- Disseminate information to appropriate list serves and stakeholders
- Take notes at meetings and catalogue notes
- Archive lesson plans and organize Ase office and closet
- Check uReach voicemail account
- Organize Student Rosters
- Print and organize weekly handouts for Saturdays
- Correspondence with Guidance Counselors 3x a year (September-acceptances and thank you letters, December- holidays greetings and invite to Kwanzaa, April/May- end of the year update/newsletter/ graduates)
- Maintain alumni/parent/staff list serve
- Make room reservations for events/meetings, complete all paperwork required for booking



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Title: Learning Center Leader

Summary

Learning Center Leader is responsible for successful executions of Saturday School operations. Leaders are responsible for keeping abreast to staff/student attendance and activities. Must be able to work in collaboration with other coordinators to execute special events. Arrive before staff and students on Saturday and provide direction for smooth implementation of Saturday plan. Take the lead on Sankofa Sessions. Must be committed to personal development and growth.

Duties and Responsibilities

- Create weekly reports for attendance
- Attend weekly developmental meetings with ED and the coordinators
- Mentor younger staff members
- Arrive on site prior to student arrival to greet students and set up breakfast
- Organize team building activities for grade group staff and students
- Lead Harambee activities
- Stay abreast of attendance records, contact absent staff and mentees



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Title: Learning Center Mentor

Summary

Assist Ase students in developing reading and math skills. Develop a mentor relationship with students, communicating with students at least 1x a week outside of Ase, via Internet or phone. Identify student's academic and social weaknesses and assist in developing strengths. Mentors are expected to share time with their mentees outside of Ase as well, participating in local outings at least once during a semester. Each semester, Ase often attends Penn-sponsored events as a group. These are excellent opportunities to meet with your mentee. Must be committed to personal development. Must be committed to studying personal and cultural history. Must demonstrate leadership skills. Participate in bi-weekly staff meetings

Duties and Responsibilities

- Attend Saturday Learning Center sessions
- Inform Learning Center Leaders of absences by Wednesday before intended absence.
- Attend staff training in its entirety
- Maintain communication with individual mentee and family
- Act as a mentor figure to all Ase students and new staff
- Participate in Ase staff events and ceremonies



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Title: College Access Coordinator

Summary

The role of the College Access Coordinator is to assist students through the college selection and application process. College Access coordinators role is to inform students and parents of college choices, financial aid process, as well as facilitate activities that will enhance students smooth transition into a collegiate environment. Work with Futures Advisors to disseminate pertinent college related info

Duties and Responsibilities

- Plan or identify College Access Conference for Futures students to attend
- Identify Scholarships/ Internships and maintain database for students
- Develop and highlight important dates related to the college process by grade
- Parent Survey of college related interests
- Facilitate Parent workshop on College process and financial aid
- meet with Learning Center groups at least twice a semester to discuss college options
- Execute college visits- Gear Up grants
- Check Lumina website for College Access related updates
- Individualized meetings w/ families to prepare college list



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Title: HS Access Coordinator

Summary

The role of HS Access coordinator is to assist Ase students in successfully matriculating into quality Philadelphia high schools. Candidate must be knowledgeable of Philadelphia high schools. Must establish relationships with schools to assist in securing positions with in charter and magnet schools

Duties and Responsibilities

- Maintain an updated list of Philadelphia charter and magnet schools
- Stay abreast of application and other deadlines related to the HS application process
- Help students identify good school matches
- Ensure students select the best classes, programs, etc schools have to offer
- Work with high schools to facilitate Ase Posses at each school (?)



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Title: Programming and Events Coordinator

Summary

Events Coordinator will be the lead organizer for all of Ase major events including Performing Arts night, Kwanzaa and Closing Ceremony, Staff bonding events. Candidate must have creative vision, excellent organizational and time management skills. Must be able to work independently.

Duties and Responsibilities

- Organize location, food, and plan of events for Ase events
- Communicate with ED, Fundraising committee to execute events
- Maintain a list of vendors to work in conjunction with for particular events
- Work with Marketing to promote events



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Duties and Responsibilities

- Managing the development and compilation of academic and cultural resources used in the program.
- Supervising student and staff recruitment.
- Developing and maintaining relationships with target schools, University of Pennsylvania partners (both student organization partners and administrative partners), parents/guardians, and other key community agencies.
- Creating outreach and promotional opportunities for the Ase Futures program.
- Organizing introductory and follow-up training sessions for Ase Futures staff. Providing ongoing mentoring and advising to staff throughout the year through interaction and example.
- Assisting the Lion's Story CEO and Developmental Committee with grant preparation, reporting, and follow-ups.
- Maintaining detailed internal reports and assessment data.
- Providing projections and strategic planning for future program enhancements.
- Managing the overall operations of the Ase Futures program ensuring that it is on track to achieve or surpass stated program goals annually.

www.aseacademy.org

mail@aseacademy.org • 877-734-1479 (phone/fax)



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Duties and Responsibilities

- Check the Ase Voicemail
- Disseminate information to appropriate list serves and stakeholders
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- Organize Student Rosters
- Print and organize weekly handouts for Saturdays
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Title: Curriculum Coordinator; Arts, Seminar, Math, Reading

Summary

Seminar Coordinator should maintain communication with Seminar teachers. Organize and archive lesson plans for seminars

Duties and Responsibilities

- Print resources for Seminar teachers (executive assistant does this)
- Maintain resource of lesson plans, videos, music
- Collect weekly teacher reflections
- Plan seminar workshop for training (does this need to be separate from lesson planning workshop?)



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The following job description is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: Seminar Lead Facilitator

Summary

Ase offers several rotating afternoon seminars that are designed to facilitate student's knowledge of the world outside of traditional academics. These seminars have included African History, Journalism, Community Study and Media Literacy. Seminars class sizes are about 15 students and usually last for about 5-6 weeks. Lead Instructor's responsibilities include creating a student friendly classroom atmosphere, updating and developing lesson plans to be introduced in seminars, coordinating with Assistants to prepare materials and lessons, and providing assessment feedback on student progress and grasp of the material.

Duties and Responsibilities

- Develop and update lesson plans and syllabus as necessary
- Complete background and resource research on specific seminar topics
- Lead weekly seminar classes with students
- Keep TA abreast to syllabus changes and lesson plans
- Give students feedback on class assignments
- Execute ceremonies related to seminar topic and theme



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The following job description is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: Seminar Assistant Facilitator

Summary

See Seminar Lead Facilitator

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Duties and Responsibilities

- Assist Lead Facilitator with all responsibilities related to Seminar
- Act as lead in absence of Lead facilitator
- Lead small group activities when necessary



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The following job description is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: Arts Instructor (Visual, Performing Arts, Step, African Drum and Dance, etc)

Summary

Arts Instructor will provide instruction for their designated art to small groups of no more than 15 students. Arts Instructors will give students basic skills in their respective arts and prepare students for 2-3 major performances throughout the year.

Duties and Responsibilities

- Develop syllabus and lesson plans for class
- Prepare students for Fall exhibition, and Spring presentation, and other small performances in between
- Introduce students to innovators, movements, within respective genres



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Title: Parents Coordinator

Summary

The Parent Coordinator will facilitate communication between Ase and the parents of Ase. Coordinator will be responsible for mobilizing parents to contribute on behalf of students towards progression of Ase.

Duties and Responsibilities

- Organize parents meetings
- Facilitate new parent orientation
- Organize parent fundraiser
- Organize parent contribution for Ase potluck
- Assist with mailings



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The following job description is intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: Marketing Assistant

Summary

The Marketing Assistant provides creative and administrative support to the Marketing Director. Duties include general research, clerical and project-based work. The Marketing Assistant is partially responsible for developing the Ase brand and promoting its image to further the goals set in the Ase Marketing Plan. Must have working knowledge of Adobe Photoshop and/or other image editing software.

Duties and Responsibilities

- Assist in conducting marketing research
- Assist in researching new marketing opportunities
- Assist in developing the marketing plan
- Assist in the development of marketing campaigns and outreach efforts
- Assist in the execution of promotional e-fundraising initiatives
- Manage and update social networking platforms



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Title: Business Activities Chair

Summary

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Duties and Responsibilities

- Assist in conducting marketing research



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The following job description is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: Accounts/ Payroll

Summary

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Duties and Responsibilities

- Assist in conducting marketing research



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The following job description is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: Fundraising Coordinator

The Fundraising Coordinator will work in tandem with the Business Committee to organize fundraising events for Ase Academy. They will take the lead on Ase's current Annual Fundraisers as well as develop and execute new fundraising opportunities.

Summary

Duties and Responsibilities

- Identify fundraising opportunities for Ase Academy
- Organize annual Box sale, Raffles, etc
- Assist in conducting marketing research
- Identifying volunteers to support fundraising events



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The following job description is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: Grant writer

Summary

The Grant writer will identify new grant opportunities for Ase as grants are a large part of Ase's operating budget. Grant writer will build and maintain relationship with grantors and alert Executive Committee of opportunities for funding and deadlines.

Duties and Responsibilities

- Identify and apply for small and large grants
- Maintain relationship with grantors
- Revise, review, and edit grant applications



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Title: Historian

Summary

The historian documents any major events and happenings in Ase. Historian is responsible for maintaining picture archives, blogs, copies of newsletter, correspondences, and any other important documents for archival. Historian should have good organizing skills, some photographic ability, as well as an artistic eye.

Duties and Responsibilities

- Documenting important Ase events
- Maintaining picture logs of people and events in Ase
- Updating Ase blogs, newsletter with info from events
- Attendance at most major events



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Title: Webmaster

Summary

Webmaster is in charge of maintaining the Ase Academy website. Webmaster must be prepared to update website with new dates, pictures from historian, and other relevant information. Must have knowledge of html and/other web design programs/languages.

Duties and Responsibilities

- Maintain Ase Academy website, and other social networking sites
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Title: Corporate Sponsorship

Summary

Corporate Sponsorship Chair will work with the Business Committee to identify corporate sponsors for Ase programming and events. Corporate Sponsorship will reach out to both local and national businesses and corporations to create mutually beneficial opportunities that result in financial or in-kind support for Ase Academy. Corporate sponsorship chair must have background or interest in marketing, must have professional networking skills, and experience with working with corporate entities.

Duties and Responsibilities

- Identify and build relationships with local and national businesses
- Design corporate sponsorship packets and organize sponsorship drives for specific events
- Maintain communication with the business committee to effectively meet budget goals



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Duties and Responsibilities

- Develop and update lesson plans and syllabus as necessary
- Complete background and resource research on specific seminar topics
- Lead weekly seminar classes with students
- Keep TA abreast to syllabus changes and lesson plans
- Give students feedback on class assignments
- Execute ceremonies related to seminar topic and theme



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Summary

See Seminar Lead Facilitator

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Duties and Responsibilities

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- Act as lead in absence of Lead facilitator
- Lead small group activities when necessary



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