

**THE ENLARGED CITY SCHOOL DISTRICT OF TROY, NEW YORK**

An Equal Opportunity / Affirmative Action Employer

**PROFESSIONAL EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:** **April 24, 2017**

**POSITION:** My Brother's Keeper Tutor/Mentor *[Pending Grant Approval]*

**ASSIGNMENT:** PS-12

**REQUIREMENTS:** Must be an ALP certified faculty member;  
or have a Bachelor's Degree;  
or an Associate's Degree/ 2 or years of college completed and have at  
least 2 years of related experience

**RESPONSIBILITIES:** [Include but are not limited to]

- Meet at least weekly with the student mentee
- Keep a log of meeting times and dates to be submitted to the Project Leader twice a month
- Provide students with academic support across all subjects
- Monitor student academic performance
- Develop relationships with students to increase their overall success in school
- Collect information on student interests, struggles either academically, socially, emotionally or disciplinarily
- Assist in constructing a plan for student improvement
- Aid students in identifying their present and future goals
- Provide daily/weekly opportunities for students to talk with you about their concerns and assist them in troubleshooting challenges they are experiencing
- Work collaboratively to plan and implement group activities for student mentees

**EFFECTIVE DATE:** Immediately  
One (1) day per week, 3:00 – 5:00 pm

**SALARY:** \$32.00/hour, Certified Teachers *[Pending Grant Approval]*  
\$26.00/hour, Certified TA's or other qualified candidates as indicated  
above *[Pending Grant Approval]*

**CLOSING DATE:** **April 28, 2017**

Please send a letter of interest, list of 4 references and TCSD application form, available at  
<http://www.troycsd.org/district-services/human-resources/> to:

**Office of Human Resources  
475 First Street Troy, NY 12180**

In accordance with SAVE Legislation  
fingerprint supported criminal background check required for selected applicant.