

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

(INTERNAL CANDIDATES ONLY)

DATE OF POSTING: **August 11, 2017**

POSITION: Home School Coordinator **[PENDING GRANT APPROVAL]**

ASSIGNMENT: PS-2 Elementary
(Must be available during the school day with flexibility to work after-school hours and Saturdays)

DESCRIPTION:

Coordinate PS-2 students, staff and parents home school activities to improve student achievement and assist in meeting the diverse needs of PS-2 students, their families and their community.

RESPONSIBILITIES (include but are not limited to)

- Culturally competent
- Assist students, staff, teachers and community members
- Track and monitor attendance of students, help families to improve attendance
- Attend meetings within the building (BLT, PST, SIM, grade level, PTO, etc.)
- Hold parent meetings (these may be held off school grounds)
- Coordinate and participate in home visits as needed
- Assist in organizing and planning activities involving the school and home while working with PTO, Principal, SIM team, Parent Outreach, etc.
- Attend Saturday and week night student and family workshops 2X per month
- Maintain and submit monthly records of meetings, parent and community interaction
- Well versed in community organizations and services available to families
- Assist Principal in daily operations and off school grounds.

QUALIFICATIONS:

- Bachelor's degree in education; Master's degree desired; NYSED certification preferred
- Experience in an elementary school setting and/or experience coordinating human services programs; familiarity with grant-funded programs; dual language speaker desired
- Ability to lead collaboratively and problem solve; work effectively as a school team member
- Effective interpersonal and strong organization skills with attention to detail

EFFECTIVE DATE: September 1, 2017 – August 31, 2018

SALARY: \$13,000 (stipend)

CLOSING DATE: August 18, 2017

Please e-mail a letter of interest along with a list of four (4) references to: humanresources@troycsd.org

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

The Troy City School District does not discriminate on the basis of age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.