

An Equal Opportunity / Affirmative Action Employer  
**PROFESSIONAL EMPLOYMENT OPPORTUNITY**

**DATE OF POSTING:** **October 3, 2019**

**POSITION:** P-TECH College and Community Liaison

**ASSIGNMENT:** District

**REPORTS TO:** Assistant Superintendent for Curriculum and Instruction

**REQUIREMENT:** NYS Teacher or Teaching Assistant Certification; or related NYSED certification

**RESPONSIBILITIES**

- Take attendance daily of P-TECH students and report to high school counseling office
- Assist students in navigating the college campus
- Oversee student activity on the college campus
- Provide students with assistance and support on-site at HVCC
- Assist students with getting textbooks and needed supplies
- Distribute grade reports to parents/guardians
- Troubleshoot any class/student related issues on the campus
- Assist in arranging college placement exams
- Act as a liaison with college professors
- Teach students "how to do college" (office hours, tutoring center, support, etc.)
- Assist students in the process of accessing special education services or Section 504 services at HVCC
- Ordering books and college supplies
- Meeting with college administration and advisors regarding scheduling classes and individual students
- Assist students with reaching out for extra support as needed from the college and/or college professors
- Act as a liaison with Troy CSD students and P-TECH Business and Industry partners

**EFFECTIVE DATE:** Immediately – June 30, 2020

**SALARY:** \$30,000 (prorated)

**CLOSING DATE:** **October 11, 2019**

Please submit a letter of interest, resume and a list of four (4) references to:

Troy City School District

Human Resources Office

475 First St. Troy, NY 12180 or via e-mail to:

[humanresources@troycsd.org](mailto:humanresources@troycsd.org) or apply through OLAS at <http://olasjobs.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.