

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

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

POSITION: RPI STEP Guidance Counselor

ASSIGNMENT: Troy Middle School

REQUIREMENTS: Certified teacher or guidance counselor holding tenure in the Troy City School District

RESPONSIBILITIES:

- Collaborate with the high school STEP Coordinator to promote the RPI STEP program in Troy City School District publications, including the TMS and Elementary School websites;
- Recruit qualified students from the middle school (grades 6-8) to participate. (6th grade applicants may begin the summer before their 7th grade year);
- Collaborate with the High School STEP Coordinator to provide a smooth transition from middle school to high school for the STEP students;
- Provide annual student reports of grades and standardized test scores, to RPI STEP administrators for state reporting requirements;
- Provide appropriate space in the middle school for after school tutoring sessions handled by RPI students, as needed;
- Participate in RPI STEP annual assessment and planning meetings each spring;
- Promote RPI STEP to 5th and 6th grade students and encourage eligible Troy 6th grade students to join RPI STEP in the late spring of their 6th grade year so they can participate in the summer program;
- Invite STEP to speak at Parent-Teacher functions in the Middle School; and
- Participate in RPI STEP community outreach programs

EFFECTIVE DATE: Immediately – June 30, 2020

SALARY: \$2,500 stipend

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

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.