

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

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

POSITION: Coordinator of the STEP Program (RPI Collaborative), Full-Time Temporary

ASSIGNMENT: Troy High School

EFFECTIVE DATE: September 1, 2019 – June 30, 2020

TYPICAL WORK ACTIVITIES:

- * Promote the RPI STEP program in Troy City School District publications, including the Troy High School website
- * Recruit qualified students from the high school (grades 9-12) to participate
- * Provide annual student reports of grades, standardized test scores, and senior college selections to RPI STEP administrators for state reporting requirements
- * Secure appropriate space in the high school for after-school tutoring sessions handled by RPI students
- * Participate in RPI STEP annual assessment and planning meetings each spring
- * Encourage tenth, eleventh and twelfth grade students to participate in the RPI STEP "Path to Success Program" for college preparation activities, including PSAT, SAT and ACT preparation
- * Assist with the PSAT fee waiver process for RPI STEP students to take the PSAT test
- * Assist with the process for RPI STEP students talking and/or retaking the SAT test
- * Coordinate with RPI STEP to ensure they are invited to annual career and college days at the middle school and high school
- * Participate in RPI STEP community outreach program
- * Hold committee meetings as necessary
- * Act as liaison with questions and assist the Assistant Superintendent for Curriculum & Instruction
- * Process all necessary paperwork related to disbursement of funds
- * Any additional duties as deemed necessary by the Superintendent and Assistant Superintendent

REPORTS TO: Assistant Superintendent for Curriculum & Instruction

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

SALARY: \$5,000 stipend

CLOSING DATE: **October 11, 2019**

Please send a letter of interest and list of four 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.