

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

**DATE OF POSTING:**     **May 29, 2020**

**POSITION:**             **Anticipated Opening**  
Troy Smart Scholars Program Director

**EFFECTIVE DATE:**     September 1, 2020 – June 30, 2021

**RESPONSIBILITIES:**

- Effectively lead the Smart Scholars program by making clear the roles and responsibilities of teachers, parents and community members and providing at least monthly updates regarding the program for the district website.
- Demonstrate excellence in teaching as well as effective management of students, staff, and the Smart Scholars program, including the Summer Orientation and Induction.
- Organize and oversee the Smart Scholars Steering Committee.
- Ensure grant goals are being met.
- Complete grant reports.
- Track and analyze data in established database, inclusive of test results, and signed copies of student contracts (i.e., knowledge and agreement of student expectations and responsibilities in the successful completion of coursework, and in classroom behavior and participation).
- Meet regularly with the Smart Scholars Student Support Liaison, Parent Coordinator and College and Community Liaison.
- Meet regularly and individually with Smart Scholars to personally encourage their progress.
- Develop and implement guidelines, standards and criteria related to the students' eligibility for enrollment in different types of college courses (based on partner college and specific college department guidelines), in concert with the high school staff and college's faculty.
- Coordinate (with Smart Scholars Student Support Liaison and Faculty) all activities related to college course-taking by high school students, including, but not limited to registration, course withdrawal, and the submission of final course grades and their dissemination to students, their parents, and to high school.
- Supervise the creation and implementation of annual orientation programs for students and parents, outlining expectations, procedures, policies and criteria for the students' successful completion of the college coursework, in coordination with HVCC and the Rensselaer County Chamber of Commerce.
- Supervise parent outreach as it pertains to the college and career model and goals, as well as when students are identified at "academic risk", and/or have been recommended for formal withdrawal from a college course.
- Coordinate students' targeted intervention needs between the college partner and the high school staff academic and social support systems, such as tutoring, counseling, mentoring, assistance with completing any necessary applications, etc.
- Coordinate with the district College and Career Liaison re: partnerships for students that include mentorships, credit-bearing internships, job-shadowing experiences, industry presentations at school, etc.
- Plan and participate in events that promote college readiness (i.e., High School Night, College Night) and academics
- Include Smart Scholars at celebrations (i.e., High School Awards Nights, Prospective Student Open Houses).
- Create and implement student achievement recognition for students' success in their college's coursework.

**MINIMUM QUALIFICATIONS:**

- Master's Degree;
- Certification as NYS Building Administrator, preferred;
- 10 Years relevant experience;
- Strong written and verbal communications skills;
- Experience in community collaboration
- 10 years in an Urban setting

**SALARY:** \$10,000 stipend

**CLOSING DATE:** **June 5, 2020**

Please e-mail a letter of interest (*including the posting #*) and a list of four (4) references to:  
[humanresources@troycsd.org](mailto: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.