

An Equal Opportunity / Affirmative Action Employer

PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: **May 5, 2021**

POSITION: 21st Century Grant Program; Co-Director (After School Program)

EFFECTIVE DATE: July 1, 2021 – June 30, 2022
July – August (35 days)
September – June (Full Time)

RESPONSIBILITIES:

- Direct and manage day to day operations of the 21st Century Community Learning After School Program
- Be on site(s) daily to oversee the daily operation
- Oversee selection and recruitment of students eligible for program
- Manage academic component of program, including professional development for teachers
- Coordinate all components of the program with community-based stakeholders (i.e., YMCA, CEO, Troy Housing Authority, etc.)
- Oversee and coordinate parent/family outreach component
- Oversee and coordinate regular meetings of all stakeholders
- Oversee and manage program budget
- Provide District Office with regular reports
- Complete SED required reports
- Any other responsibilities as deemed necessary by the Superintendent or Assistant Superintendent
- Hire, train, develop and supervise staff of the summer program; process time sheets
- Recruit and retain students for a total of 6 weeks
- Work directly with students during academics and recreation
- Design and assist in implementing a social component for at least a total of 1 hour daily (topics include but are not limited to: healthy living, peer pressure, gang and violence prevention)
- Supervise students; organize academic and social programming
- Assist in academic, social and recreational program implementation
- Complete data entry for Annual Performance Report
- Communicate with the bus company in regard to transportation
- Provide each participant a respectful environment that is culturally sensitive
- Feature project-based and experiential activities while offering high quality academic support
- Integrate opportunities for personal responsibility, resiliency and self-direction such as decision making in programming
- Engage students in community service, giving them a sense of purpose and role in the community
- Provide opportunities of literacy and other educational experiences for participants and their families
- Establish and build relationships with the arts and cultural community institutions to enhance and expand program offerings
- Gather data for State-mandated reporting, as well as establish program efficiency through a case study with Research Works, Inc.

REQUIREMENTS: Valid NYS teacher certification preferred; Bachelor's degree with background in education, counseling and psychology or TA Certification with a Master's Degree and five years' experience in a related field

SALARY: \$57,932 (*Pending Grant approval*)

CLOSING DATE: **May 12, 2021**

Please e-mail a letter of interest, updated resume and a list of (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.