

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: May 5, 2021
POSITION: 21st Century Grant Program Assistant Director
EFFECTIVE DATE: July 1, 2021 – June 30, 2022
July – August (35 days)
September – June (Full Time)

RESPONSIBILITIES:

- Be on site(s) daily to oversee the daily operation of the program
- Oversee selection and recruitment of students eligible for the program
- Oversee and coordinate parent/family outreach component
- Work with students during the program
- Monitor and keep track of attendance records including parent phone calls on a daily basis
- Communicate with the bus company and set up all transportation needs
- Set up transportation for daily home travel and field trips
- Shop for 21st Century clubs
- Supervise staff and students during program time
- Gather and organize data for evaluation purposes
- Create and administer surveys to students and parents on a monthly basis
- Responsible in creating the monthly calendar as well as its distribution to staff, parents, students, teachers and all partnering agencies and vendors, including the bus company
- Responsible in creating weekly calendars and permission slips to send home weekly
- Supervise students and aid during transition in between activities
- Work directly with teachers and YMCA staff in regard to student behavioral challenges
- Organize field trip student lists and schedules

REQUIREMENTS: Bachelor or Associate degree in education, counseling or psychology.
Valid NYS teacher or teaching assistant certification, preferred.
Individual must possess strong computer skills, basic knowledge of eSchool, with strong disciplinary and human relation skills

SALARY: \$55,731.00 [*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.