

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

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

POSITION: Student and Community Advocate

ASSIGNMENT: PS-2, Elementary
Must be available during the school day with flexibility to work after school hours and Saturdays

RESPONSIBILITIES:

- Culturally Competent
- Lead in the implementation of School 2 P.R.O.M.I.S.E. program (w/ students, faculty and families) ▪ Establish and mentor student focus groups
- Assist with organizing and execution PROMISE and other family engagement events
- Actively support and be involved with Community Schools Initiative
- Attend Saturday student and family workshops
- Assist students, staff, teachers and community members
- Coordinate and participate in home visits as needed
- Coordinate services between students, families and community partners
- Complete all projects, programs and task with organization and efficiency
- Keep records logs of all parent meetings, interactions etc. and submitted monthly to administration
- Hold parent and student meetings (these may be held on school grounds)
- Maintain records of meetings, parent and community interaction and submit monthly ▪ Gather data as needed
- Assist in the development and coordination of program partnerships at School 2
- Well versed in community organizations and services available to families
- Assist in organizing and planning involving the school and home while working with PTO, Principal, SIM Team, Parent Outreach, etc.
- Attend meetings within building (BLT, PST, SIM, grade level, PTO, etc.)

REQUIREMENTS: Associates degree or 8+ years of experience working with families in communities and/or schools with demographics similar to the PS-2 community
NYS Teaching or Teaching Assistant Certificate

EFFECTIVE DATE: July 1, 2021 – June 30, 2022

SALARY: \$45,900 (*Pending Grant Approval*)

CLOSING DATE: **May 12, 2021**

Please e-mail a letter of interest, resume along with a list of four (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.