

An Equal Opportunity / Affirmative Action Employer
PROFESSIONAL EMPLOYMENT OPPORTUNITY

DATE OF POSTING: October 13, 2023

POSITION: Attendance Improvement Specialist

EFFECTIVE DATE: Immediately – June 30, 2024

ASSIGNMENT: Troy Middle School

REPORTS TO: Building Principal and Assistant Director of Grants, Academic Programs & Accountability

QUALIFICATIONS: Valid NYS Certification

RESPONSIBILITIES:

- Collect and analyze student attendance data trends to identify students in need of additional support.
- Work closely with families to understand barriers to daily attendance.
- Collaborate across schools to remove identified barriers to daily attendance.
- Provide tiered levels of intervention to improve student attendance as needed.
- Conduct home visits to build strong positive relationships with families.
- Work with students in crisis to connect them with school-based supports, community resources and agencies.
- Coordinate transportation to school for tardy and truant students as determined.
- Attend district-wide attendance committee meetings.
- Serve on summer building and district committees.
- Any other responsibilities as deemed necessary by the Building Principal and/or the Assistant Director of Grants, Academic Programs & Accountability

SALARY: \$40,000.00 - \$50,000 (September 1, 2023 – June 30, 2024)

CLOSING DATE: Posting will remain active until all positions have been filled

Please submit a letter of interest, resume and a list of four (4) references via email 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.