

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

**DATE OF POSTING:** March 5, 2024  
**POSITION:** Troy Smart Scholars Program Director  
**EFFECTIVE DATE:** February 2024 – June 30, 2024  
**ASSIGNMENT:** Troy High School  
**REPORTS TO:** Director of Grants, Academic Programs and Accountability  
**QUALIFICATIONS:** Certified Employee in the Troy City School District

**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.
- Collect and analyze data in established database, in order to complete grant reports and ensure grant goals are met.
- Facilitate regular meetings with the smart scholar committee meetings.
- 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 program partners.
- 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.
- Any other responsibilities as deemed necessary by the Director of Grants, Academic Programs and Accountability.

**SALARY:** \$10,000.00 stipend (prorated)

**CLOSING DATE:** March 12, 2024

Please e-mail a letter of interest 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.