



**JOB POSTING #371**  
**PLEASE POST**

**The City School District of Albany, New York**  
**An equal/affirmative action employer**  
**APSTA Employment Opportunity**

**Date of Posting:** June 14, 2017

**Position(s):** 21<sup>st</sup> CCLC After-School Program Assistant Site Coordinator

**Location(s):** Albany High School

**Requirements:** Valid NYS Teacher Certification

**Salary:** Hourly, per contract

**Deadline for Applying:** Continuous until filled

**General Information:** The 21<sup>st</sup> CCCL After-School Program is seeking an assistant site coordinator for the 2017-18 school year. The Assistant Site Coordinator will help ensure the effective operation of the 21<sup>st</sup> CCLC after-school program in collaboration with the AHS Site Coordinator and the 21<sup>st</sup> CCLC Program Coordinator. Examples of duties include: ensuring the accurate and timely collection and submission of attendance, working with program instructors to plan presentations, helping to recruit new students into the program, and other duties as needed.

**Send a cover letter, resume and application to:**

**E-mail [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)**

City School District of Albany  
Office of Human Resources  
1 Academy Park  
Albany, N.Y. 12207

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