POSITION TITLE:  Liberty Partnerships Project (LPP) Student Education Specialist  
CLASSIFICATION:  FACE, Education Support Specialist, grant funded  
DEPARTMENT:  Student Affairs  
REPORTS TO:  Liberty Partnerships Project Director  

MINIMUM QUALIFICATIONS:  
• Master’s degree required in education, counseling, social sciences, or a related field.  
• Three years of ESL teaching experience required.  
• Expertise relating to tutoring, teaching, and learning strategies is preferred.  
• Strong oral/written communication and interpersonal skills.  
• Fluency in Spanish required.  

SUMMARY OF MAJOR RESPONSIBILITIES:  
The LPP Student Education Specialist will develop and support a variety of programs and opportunities designed to meet LPP program goals and objectives. These are to support students and families both in school, as well as in life outside of school. The position focuses on fostering relationships and providing continuity for students throughout their middle and high school years, while supporting an environment for students and their parents to engage in programming that develops the whole child. The LPP Student Education Specialist will be located in the Greater Amsterdam School District and reports to the LPP Director. Evening and weekend hours may be required.  

PRIMARY FUNCTIONS:  
1. Responsible for assisting the LPP Director to ensure the goals, objectives, and activities set forth for the program are achieved.  
2. Assist in identifying and selecting at-risk youth to participate in support services offered by the LPP program, with a focus on ESL students.  
3. Follow each child's case carefully by monitoring behavioral, emotional, and academic improvements.  
4. Work with parents/guardians and LPP students to secure their active involvement in the planning and development of workshops and other family engagement activities.  
5. Help foster students' development of a positive self-image and motivation to obtain a high school diploma, and foster college and career readiness, with a specialized focus on ESL students.
6. Meet regularly with LPP staff for training, planning, and support.
7. Performs college assessment activities as is relevant to the area of responsibility and assists with LPP program data submissions, including student and programming evaluations.
8. Assist with development and implementation of after school activities/programming for LPP students as well as other out-of-school summer activities, including field trips.
9. Perform other incidental duties related to those that are listed above.

Please provide a cover letter describing your experiences that pertain to this position and resume to hr@fmcc.edu. This position will remain open until a successful candidate has been identified.

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403.