



JOB POSTING #121 Repost
PLEASE POST

The City School District of Albany
An Equal Employment/Affirmative Action Employer
APSTA Employment Opportunity

Date of Posting: October 5, 2021

Position(s): TOSA – Court Liaison
Monday – Friday

Location(s): District-Wide

Requirements: Valid NYS Teacher Certification: Attendance Pre K-12

Salary: \$55,618.00

Deadline for Applying: October 19, 2021 at 4:00 pm

Responsibilities:

- Coordination of students entering and being discharged from juvenile justice, placement facilities and substance abuse programs;
- Implementation of Persons In Need of Supervision (PINS) process including:
 - Pre-PINS interventions
 - Gathering necessary documentation and completing required referral
 - Attending the initial conference at probation/diversion
 - Monitoring progress and maintaining communication;
- Coordination of Persons In Need of Supervision (PINS), including:
 - Filing PINS in Family Court
 - Attending scheduled appearances
 - Provision of certified documentation to be used in court proceedings;
- Provision of records to the courts and probation department for specific ongoing proceedings; as well as agencies, probation, and local service providers for routine monitoring;
- Re-entry coordination for students that is inclusive of working with service providers to facilitate registration, obtain records, etc. Provision of necessary information to school staff regarding returning students;
- Coordinates residency verification for students attending out of district placements;
- Responsible for out of district student attendance related to failure to enter as well as coordination of attendance with district-wide school counselor;
- Multi-Agency Collaborations including Participating in various venues including APD’s Multi-disciplinary Team, OCFS Monthly Albany County Review Meetings, the weekly safety meetings and the Juvenile Justice Steering Committee Meetings;

- Education on system operations and policy/legal changes to district staff;
- Education to outside agencies on education operations and policy/legal changes; and
- Performs related work as required.

How to Apply

OLAS: <https://www.pnwbores.org/TeacherApplication/>

E-mail: humanresources@albany.k12.ny.us

Post: City School District of Albany
Office of Human Resources
1 Academy Park
Albany, NY 12207

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