

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12601**

**INTERNAL**

**RECRUITMENT BULLETIN #: 22-23-279**

**MAY 2023**

**ADMINISTRATOR FOR PHS 9-12  
SUMMER PROGRAM - ANTICIPATED  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**PROGRAM ADMINISTRATOR FOR PHS 9-12 SUMMER PROGRAM  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**QUALIFICATIONS:**

NYS School Building Leader and/or School District Leader Certification

Candidates must complete a resume and submit a letter of interest for consideration of appointment.

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

The PCSD 9-12 Summer Program will provide targeted academic support for students who are "at risk." Teachers will provide both enrichment and academic interventions in ELA and math to reduce learning loss over the summer months and to support skills development in areas of struggle in preparation for the next grade level.

Responsibilities include:

- Review weekly lesson plans and ensure alignment with school day programming and identified student needs;
- Coordinate and oversee space and other logistics (snack, extended use, security, etc.);
- Establish effective attendance tracking procedures;
- Establish site binders to store all registration forms, attendance data, lesson plans, and other required forms;
- Develop and distribute a contact list for all participants to be utilized when emergency notifications needs to be made;
- Display prominently in the main lobby area all summer program information including room assignments and names of the instructional staff;
- Meet regularly with building and staff to assess the success of the program;
- Share discipline protocols and emergency procedures with all staff;

- Conduct fire drills and practice other emergency procedures;
- Handle all components of Student Discipline;
- Provide direct, active supervision, coaching and monitoring of staff during Summer Program;
- Complete at least 1 FILW daily using the google form;
- Serve as a liaison between the school staff, students, and parents;
- Implement staff sign in procedure to ensure accurate staff attendance;
- Establish and maintain mechanisms for appropriate documentation and record keeping for all programs; manage the attendance tracking database, and analyze before-school data to make necessary improvements to programs;
- Help recruit and retain students as well as promote the program as needed;
- Take attendance daily and manage all student transitions;
- Evaluate all program staff using PCSD forms and protocols;
- Manage any and all materials pertaining to the Summer Program;
- Ensure safety of all staff, students, and families during the program, and follow all safety protocols and procedures;
- Coordinate the meals and distribution to students;
- Serve as a liaison to parents and community members;
- Manage custodial operations.

**APPOINTMENT:**

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certification, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

**EFFECTIVE DATE:**

**July 6, 2023 - August 10, 2023**

**Monday - Thursday, 8:30am-1:30pm for the program**

**\*AND Regents Day proctoring: Aug. 16-17, 8am-5pm\***

**\*Not to exceed 133 hours\***

**SALARY:**

**Rate determined by PPSAA contract**

**FINAL DATE  
FOR FILING:**

**June 8th, 2023**

**TO APPLY:**

**Please send a letter of interest to:**

**Dr. Charles Gallo, Assistant Superintendent for Secondary Education; [cgallo@poughkeepsieschools.org](mailto:cgallo@poughkeepsieschools.org)**

**cc: Francesca Bouffard, [fbouffard@poughkeepsieschools.org](mailto:fbouffard@poughkeepsieschools.org)**

**The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.**