

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

**RECRUITMENT BULLETIN # 22-23-45
SEPTEMBER 2022**

**ANT. PROGRAM COORDINATOR- PCSD
MENTAL HEALTH GRANT**

NOTICE OF POSITION

POSITION:

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

**ANTICIPATED PROGRAM COORDINATOR
POUGHKEEPSIE CITY SCHOOL DISTRICT**

APPLICATION

Candidates must complete a non-professional application available to print through the Human Resources Tab. www.poughkeepsieschools.org

MINIMUM QUALIFICATIONS:

EITHER: **(A)** Possession of a Master's degree in social work or education; OR:
(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree PLUS three years of post-graduate administrative or management experience in the human services field, which included administering a budget; OR:
(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position involving responsibility for developing, organizing, implementing and coordinating the After School/Community Programs or similar program in a school district. This position is also responsible for hiring, evaluating and supervising the staff and contracting with service providers. General direction is received from a school district administrator. Supervision is exercised over staff within the program.

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 are focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

TYPICAL WORK ACTIVITIES:

1. Oversee in-take screening, priority placement and maintenance of waiting lists;
2. Administers and implements the program selection process;
3. Hires and oversees staff;
4. Supervises the overall operation of the program;
5. Organizes and schedules group activities for families;
6. Responsible for the review and approval of individual educational/personal achievement plans;
7. Prepares and manages the program budget;
8. Conducts orientation for project staff;
9. Executes and administers contracts with service providers;
10. Trains and reviews work of service providers;
11. Maintains records and prepares reports for program;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of young child development and behavior principles and practices; thorough knowledge of services and community agencies available to promote the physical, intellectual, social and emotional well-being of children; good knowledge of principles and practices of public administration; good knowledge of principles and practices of budget administration; good knowledge of the principles of supervision; organizational ability; ability to communicate effectively, both orally and in writing; ability to work effectively with people at all levels within the program and the community; ability to evaluate program and individual performance; good judgment; initiative; resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

APPOINTMENT:

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

***This position will be appointed provisionally. An exam will be conducted to qualify the candidate for a permanent appointed position.**

SALARY: **\$85,000**
Funded by the Mental Health Grant

EFFECTIVE DATE: As soon as possible after offer of employment

APPLICATION
DEADLINE: Open until filled

SEND ALL INTEREST
TO: hroffice@poughkeepsieschools.org
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry Street
Poughkeepsie, New York 12601

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.