

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

INTERNAL

RECRUITMENT BULLETIN # 21-22-27
JULY 2021

ADMIN SCHOOL SECRETARY
STUDENTS WITH EXCEPTIONALITIES DEPT.

NOTICE OF POSITION

POSITION:

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

ADMINISTRATIVE SCHOOL SECRETARY
STUDENTS WITH EXCEPTIONALITIES DEPARTMENT

QUALIFICATIONS:

As in accordance with Civil Service Title requirements

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.

This position provides clerical support. While the specific duties vary with the needs of the office, the incumbent provides skilled keyboarding services in addition to a range of routine clerical services such as filing, photocopying, faxing, maintaining office supplies, sorting and distributing mail and other similar activities. While initially, assignments are limited in scope, employees eventually will be assigned duties of increasing difficulty. Work is performed under direct supervision and detailed instructions are given for new or difficult tasks. Supervision of others is not normally a function of this class.

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 conducted where appropriate.

EFFECTIVE DATE: As soon as possible after the offer of appointment.

SALARY: TBD

FINAL DATE FOR FILING: July 21, 2021



SEND LETTER OF INTEREST TO:

hroffice@poughkeepsieschools.org
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry St.
Poughkeepsie, NY 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.