

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

**INTERNAL**

**RECRUITMENT BULLETIN # 22-23-85**

**ADMINISTRATOR ELT PROGRAM - PMS**

**September 2022**

**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:

**ADMINISTRATOR - EXTENDED LEARNING TIME PROGRAM  
POUGHKEEPSIE MIDDLE SCHOOL**

**QUALIFICATIONS:**

NYS School Building Leader and/or School District Leader Certification

**APPLICATION:**

Candidates must complete a resumé and submit a letter of interest for consideration for the appointment

**DUTIES:**

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to the opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and 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 Extended Learning Time Program offers students project-based enrichment activities that both develop students' core knowledge and skills to deepen academic growth while also supporting students' creativity, building collaboration and problem-solving skills, and developing social-emotional skills.

**RESPONSIBILITIES INCLUDE:**

- Review weekly lesson plans and ensure alignment with school day programming and identify student needs;
- Coordinate and oversee space and other logistics (snack, extended use, security, student and teacher scheduling, etc.);
- Establish effective attendance tracking procedures using Infinite Campus;
- 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 need to be made;

- Display prominently in the main lobby area all morning program information including room assignments and names of the instructional staff;
- Meet regularly with building and staff to assess the success of the program; if applicable;
- 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 Saturday Morning Lights;
- Complete at least 1 FILW daily using the google form;
- Serve as a liaison between the school staff, students, parents, and community partners (if applicable);
- 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 & protocols;
- Manage any and all materials pertaining to the Extended Learning Time programs;
- Ensure safety of all staff, students, families and community members during the program, and follow all safety protocols and procedures;
- Coordinate the meals and distribution to students;
- Serve as liaison to parents and community members; and
- Manage custodial operations

**APPOINTMENT:**

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

**EFFECTIVE DATE: October 11, 2022**

**CONDITIONS:**

The ELT program serves grades 6-8 and runs weekly, Tuesday-Thursday 3pm-5pm [2hrs].  
26 weeks for 2 hours, 3 days per week  
156 hrs. max per person

**SALARY: As per the PPSAA Contract**

**FINAL DATE FOR FILING: September 30, 2022 or Until Filled**

**Send letter of Interest to: Mariya Pushkantser, Director of Secondary Education**  
[mpushkantser@poughkeepsieschools.org](mailto:mpushkantser@poughkeepsieschools.org)  
CC: Fran 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.