

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-75

**ADMINISTRATOR
EXTENDED LEARNING TIME PROGRAM**

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:

**EXTENDED LEARNING TIME ADMINISTRATOR:
CLINTON, KRIEGER, MORSE, WARRING**

QUALIFICATIONS:

NYS School Building Leader and/or School District Leader Certification

Candidates must complete a resumé 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 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.

The ELT program serves grades 1-5 and runs weekly, Tuesday-Thursday for 2 hours and 15 minutes with time for snack, homework help, and two PBL courses.

Session 1 Dates: Oct. 4 - Dec. 1 (including 1 week of prep)

Session 2 Dates: Dec. 6 - Jan. 26

Session 3 Dates: Jan. 31 - March 23 (including 1 week of prep)

Session 4 Dates: April 11 - June 8

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, 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:

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: October 4, 2022

32 weeks for 2.5 hours, 3 days per week

SALARY: As per the PPSAA Contract

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

Send letter of Interest to : Janet Bisti, Director of Elementary Education

jbisti@poughkeepsieschools.org

CC: Shpresa Toplanaj, stoplanaj@poughkeepsieschools.org

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