

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-61

Anticipated Adult Education ESL Teacher

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:

Anticipated Adult Education: ESL Teacher

QUALIFICATIONS:

- NYS TESOL Certification [Secondary Education and/or Adult Education experience preferred.]
- Experience working with youths and adults in an alternative setting is desirable.
- 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 Adult Education, Employment Preparation Education, program will provide ABE (adult basic education) HSE (high school equivalency exam preparation) and ESL (english as a second language) classes for anyone 21 and over who is a resident of the city of Poughkeepsie.

Responsibilities for Adult ESL include the following:

- Administer pre and post tested with BEST Plus 2.0
- Instruct adults age 21 and older in ESL. Instruction in listening, reading, oral and written communication for adults with limited English proficiency. Instruction is provided in English.
- Prepare classroom and course materials aligned with participant needs
- Maintain accurate records for attendance complying with program requirements in the program EXCEL spreadsheet and ASISTS Database
- Create classroom community and environment that fosters risk taking in a new language

- Focus on oral and written communication
- Make sure that all students receive a pretest within the first 12 hours and must be post-tested. Students must be pre- and post-tested on BEST 2.0 (or subsequently BEST Literacy – see NYSED assessment policy) for ESL students. Post testing time frames must align with the current NYS Assessment Policy.
- Each staff member serving in the Employment Preparation Education program must complete a minimum of fourteen (14) hours of professional development provided through NYSED's RAEN system.

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 10, 2022

Up to 162 hours, depending on the program hours
Proposed Tuesdays & Thursdays 5:00-8:00

SALARY:

As per the PPSTA Contract.

CONDITIONS:

Based on grant approval
Based upon enrollment

FINAL DATE FOR FILING: September 27, 2022 or Until Filled

Send letter of Interest to: Mariya Pushkantser Director of Secondary Education

mpushkantser@poughkeepsieschools.org

cc:Fran Bouffard

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.