

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

INTERNAL

REVISED*

RECRUITMENT BULLETIN # 22-23-65

Anticipated Adult Education Program Director

NOVEMBER, 2022

POUGHKEEPSIE CITY SCHOOL DISTRICT

UPDATED 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 Program Director (Administrator)

QUALIFICATIONS:

NYS School Building Leader and/or School District Leader Certification
Candidate must be available for Adult Education Required PD during the school day
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 include: Under the direction of the Director of College Readiness and Workforce Education:

- Function as the sole building administrator of the Adult Education program.
- Must attend required Adult Education professional development workshops for training
- Continuously engage with a myriad of professional development and self-improvement practices

- Conduct observations and evaluations for all staff
- Build trusting relationships with community members, students in the program, and staff
- Serve as a resource in curriculum, assessment and instruction
- Oversee and manage all testing coordination, case management, and teaching of HSE/ABE/ESL classes
- Review daily attendance on ASISTS database (NYSED Accountability Database) and on ASISTS teacher printouts and ensure that daily attendance is accurate, complete and submitted into ASISTS
- Ensure programming is in full compliance with NYSED EPE guidelines
- Ensure confidentiality of all student information
- Confirm all data entry for state compliance of all Adult Education Programs is accurate and updated as well as submitted following NYSED due dates.
- Must complete a minimum of fourteen (14) hours of professional development provided through NYSED's RAEN system.
- Attend all monthly program manager meetings.
- Support with student recruitment and retention
- Ensure all students are tested following NYSED Testing Guidelines and NYSED Testing Policies
- Oversee data manager and test/coordinator/case management staff.
- Other duties as assigned by the Program Manager of the Adult Education Program

EFFECTIVE DATE: *December 5, 2022

Up to 288 hours, depending on the program hours

SALARY:

**Stipend - Up to \$9,999.36

CONDITIONS:

Based on grant approval

Based upon enrollment

FINAL DATE FOR FILING: November 22, 2022 Until Filled

Send letter of Interest to: Dr. Janety Encarnacion

Dir. of College Readiness and Workforce Education

jencarnacion@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.