

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-64

**Anticipated Adult Education Testing
Coordinator/Case Manager**

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 Testing Coordinator/Case manager

QUALIFICATIONS:

Bachelor's Degree in counseling, psychology, or related field or equivalent experience working with adults seeking career counseling-preferred.

Candidates should have knowledge of databases, excellent organizational skills, knowledge of community resources, and willingness to help others;

Report writing, exceptional communication skills (internal and external), and excellent listening skills. Bilingual candidates are encouraged to apply.

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 Secondary Education:

- Must attend professional development workshop 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
- Must be able to support the program director with the program management
- Review daily attendance on an excel spreadsheet
- On a weekly basis submit the daily attendance spreadsheet to the data team for manual entry into ASISTS
- Provide referrals to address participants' specific needs, including but not limited to, literacy instruction, employment, training and apprenticeship programming, access to community benefits, physic and mental health services, legal services, financial services and housing.
- Provide effective counseling regarding educational issues such as course and program selection, career planning, post-secondary education and career pathways.
- Encourage students to seek additional assistance from mental health professionals when necessary.
- Case Management - Conduct follow-up appointments/phone calls with students to assist them with attendance in class, time management, and possible barriers to employment.
- Maintain accurate and complete student records and case notes.
- Provide community resources/referrals from partner agencies and attend various community meetings to showcase Adult Education Programs.
- Perform data entry and database searches into ASIST and others.
- Posting jobs for students to apply to and network with area employers through job fairs, Chamber of Commerce events, and other opportunities throughout the year.
- Coordinate and ensure proper testing alignment and implementation
- Make sure that all students in academic programs must receive a pretest within the first 12 hours and must be post-tested. Students must be pre and post-tested on the TABE 11/12 series for ABE students and the 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.
- Must complete a minimum of fourteen (14) hours of professional development provided through NYSED's RAEN system.
- Complete and manage the intake process
- The main goal of a case manager is to provide assistance with barriers to employment/education.

EFFECTIVE DATE: October 10, 2022

Up to 324 hours, depending on the program hours

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

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