

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

INTERNAL

***REVISED**

RECRUITMENT BULLETIN # 22-23-63

Anticipated Adult HSE/ABE Teacher

OCTOBER 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: HSE/ABE Teacher

QUALIFICATIONS:

- NYS k-12 Certification or NYSED Adult Education 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 HSE-ABE include the following:

- Administer pre and post tested with TABE 11/12
- All curricula must follow NYSED established frameworks. This means that curricula should be consistent with the College and Career Readiness Standards and targeted towards the achievement of National Reporting System goals and outcomes.
- Instruction in reading, mathematics, verbal and written communication for students reading below NRS Level 5, Adult Basic Education (ABE).

- Prepare students with skills necessary for HSE course.
- Instruction will be individually prescribed and paced in each class; the same individual prescription applies to all distance education programs with the exception of the first two packets created for each student, those may be generic, yet academic, in nature
- The following program requirements pertain to all English speaking students: All will be given NRS required assessments in both reading and mathematics to determine their approximate skill level. The program director will provide access to assessments. Those who are deficient in basic skills will be provided instruction in reading, mathematics, and written communication Revised September 2021 All will be given standardized NRS/NYSED approved assessments that report scores in Educational Functioning Levels (NRS Levels 1 to 6) and which have forms for post testing at required intervals, or other such instruments approved by the Commissioner of Education.
- Maintain accurate records for attendance complying with program requirements in the program EXCEL spreadsheet and ASISTS Database
- 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 31, 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: OCTOBER 26, 2022 or Until filled

Send letter of Interest to: Dr. Janety Encarnación
Director 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.