

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

**REVISED**

**RECRUITMENT BULLETIN # 22-23-01  
SEPTEMBER 2022**

**ASSISTANT PRINCIPAL  
POUGHKEEPSIE MIDDLE SCHOOL**

**NOTICE OF POSITION**

**POSITION:**

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**ASSISTANT PRINCIPAL  
POUGHKEEPSIE MIDDLE SCHOOL**

**APPLICATION**

Candidates must complete an application available to print through the Human Resources Tab at [www.poughkeepsieschools.org](http://www.poughkeepsieschools.org)

**QUALIFICATIONS:**

Candidates must possess a New York State Administrative Certification. Bachelor's degree in Education or a related field from an accredited college or university; Master's Degree desirable. Previous Administrative experience preferred. Minimum of five (5) years successful teaching experience, plus 3 years related administrative experience and/or training or equivalent combination of education and experience.

Demonstrates exceptional knowledge of school operations, interfacing with parents, and working with diverse populations. Evaluating staff. Providing input on the construction of the master schedule. Disciplining students in a fair and consistent manner. Directing instructional programs and collaborating with teachers and support staff.

**JOB SUMMARY:**

Position requires the planning, organization, and implementation of the appropriate instructional program to address the learning needs of the students; to guide and encourage students to develop and fulfill their potential in both curricular and extracurricular activities.

**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.

1. Assists the Principal in the development, implementation, improvement, and evaluation of the instructional program ensuring conformance to state standards, the District's code of conduct, and Board of Education goals and policies.
2. Works collaboratively with all staff to strengthen the instructional program.
3. Confers with teachers, students, and parents concerning educational and behavioral problems in school.
4. Assumes responsibility for the safety of students and staff. Plans and supervises fire drills and an emergency preparedness program. Walks about the school building and property to monitor safety and security.
5. Establishes effective communication and maintains positive relationships with district administrative offices, students, staff, parents, and community.
6. Works with the Principal in compiling annual budget requests.
7. Assists in the preparation of the master schedules, staff assignments, student scheduling, cumulative records, and attendance reports.
8. Assists in the communication, implementation, and observance of all Board policies and regulations by staff and students.
9. Assists the Principal in teacher evaluations.
10. Responsible for special duty assignments as directed by the Principal.
11. Attends special events held to recognize student achievement, and attend school-sponsored activities, functions, and athletic events, when possible.
12. Assumes responsibility for professional growth and development.
13. Assists in the recruiting, screening, interviewing, hiring, training, and evaluating of the building staff.

**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.

**SALARY:** In accordance with the Administrators' contract.

**FINAL DATE FOR FILING:** Continuous until filled

**SEND ALL INTEREST TO:** <https://olasjobs.org>  
Dr. Charles Gallo, Ass't Supt. of Secondary Education  
[cgallo@poughkeepsieschools.org](mailto:cgallo@poughkeepsieschools.org)  
cc. Fran Bouffard  
[fbouffard@poughkeepsieschools.org](mailto: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.