

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 South Perry Street
Poughkeepsie, New York 12603**

**RECRUITMENT BULLETIN # 20-21-164
*January 2021 UPDATED**

**ASSISTANT SUPERINTENDENT FOR
SECONDARY EDUCATION**

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 Superintendent for Secondary Education

APPLICATION

Candidates must complete an application available through the Human Resources Tab
www.poughkeepsieschools.org

QUALIFICATIONS:

Candidates must possess a Master's degree from an accredited college or university and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate by the time of appointment. Candidates must have a minimum of seven (7) years of experience in K-12 education (4 years as a secondary school principal, and 3 years of experience as a State Education Department certificated teacher). Candidates with prior central office administrative experience in an urban school district with a large racially and economically diverse population are preferred and 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.

Under the direction of the Superintendent, the Assistant Superintendent for Secondary Education will assist the Superintendent with the formation and execution of overall strategy for the District. This includes providing oversight and leadership for school and district administration. The Assistant Superintendent for Secondary Education ensures the District's educational objectives are aligned to state frameworks and to effective instructional practices that yields high rates of student achievement, instructional excellence, teacher support, and community support in all subject areas.

RESPONSIBILITIES:

The duties of the Assistant Superintendent for Secondary Education include, but are not exclusively limited to, the following:

- Assists the Superintendent in the leadership and daily management of PCSD and acts on behalf as directed by the Superintendent.
- Assists the Superintendent in short- and long-range planning related to the District's strategic plan, programs and operations.
- Exercises proactive leadership in promoting the vision and mission of the District and empower others to make decisions and carry out responsibilities in support of the District's objectives.

- Provides leadership, oversight, and direction for the overall activities of planning, implementation and evaluation of the District's School Board policies, administrative procedural guidelines, and relations with other government agencies.
- Oversees the success of the secondary education program and provides leadership and support to the Middle School and High School principals.
- Works in tandem with the Assistant Superintendent of Elementary Education.
- Ensures the development and execution of the district's Curriculum and Instruction, School Safety, and Social Emotional and Wellness plans.
- Keeps the Superintendent informed of potential problems or unusual events and serves as a thought leader in the execution of activity directly related to the District's strategic plan.
- Facilitates solutions for areas of responsibility and identifies discrepancies between goals and current status in order to stimulate achievement and provide support for assigned departments' continuous improvement objectives and strategies.
- Recommends to the Superintendent policies pertaining to the district school system as necessary for the most efficient operation.
- Responsible for overall direction, coordination, and evaluation of senior staff within the areas of district and school administration and operations Supervises and supports PCSD elementary school principals in all matters related to the school leadership, program implementation, and school-wide improvement.
- Provides leadership in the areas of Curriculum and Instruction and Student Support Services and serves as a thought partner in reform efforts.
- Facilitates the development, implementation, and evaluation of staff development activities.
- Directs and oversees the development, maintenance, updating, and distribution of the District's administrative procedural guidelines and School Board policies and ensures compliance with Board rules and applicable federal and state laws and regulations. Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Assists the Superintendent in budget preparations.
- Assists Superintendent and coordinates the staff's efforts in maintaining open communication with the members of the PCSD School Board.
- Attends all School Board meetings and scheduled Board workshops and represents the Superintendent at such meetings as needed.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to solicit support and assistance.
- Articulates the strategic initiatives, alignment of programs, policies of the school system to various stakeholders.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Keeps well informed about current instructional, operational, and organizational leadership trends and best practices.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Prepares or oversees the preparation of reports and maintains appropriate records.
- Demonstrates leadership in the preparation of applications for and utilization of various grants.
- Makes presentations at community events regarding the transformation schools.
- Perform other duties as assigned by the Superintendent.

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 scheduled where appropriate.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

SALARY: \$120,000 - \$145,000 commensurate with experience

EFFECTIVE DATE: **As soon as possible after offer of employment**

APPLICATION

DEADLINE: **June 30, 2021**

**SEND LETTER
OF INTEREST, OR**

RESUME AND COVER LETTER TO: Dr. Timothy Wade

Assistant Superintendent of Administrative Services
Department of Human Resources
18 South Perry
Poughkeepsie, New York 12603
cc:hroffice@poughkeepsieschools.org



Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel file.

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.