

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

INTERNAL

RECRUITMENT BULLETIN #: 22-23-276

MAY 2023

**SCHOOL CLERICAL SUPPORT STAFF
FOR PHS 9-12 SUMMER PROGRAM - ANTICIPATED
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:

**(1) ONE CLERICAL SUPPORT STAFF FOR PHS 9-12 SUMMER PROGRAM -
ANTICIPATED
POUGHKEEPSIE CITY SCHOOL DISTRICT**

QUALIFICATIONS:

- Must meet Civil Service requirements;
- Employed by PCSD; prior experience working in summer school for high school preferred

APPLICATION:

Candidates must complete 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 PCSD 9-12 Summer Program will provide targeted academic support for students who are "at risk." The clerical support is responsible for any clerical duties as needed by the Principal for the summer program.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certification, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

EFFECTIVE DATE:

July 6, 2023 - August 10, 2023

Monday - Thursday, 9am-1pm for the program

AND Regents Day proctoring: Aug. 16-17, 8am-5pm

Not to exceed 110 hours

SALARY: Hourly rate determined by contract

**FINAL DATE
FOR FILING:** June 8th, 2023

TO APPLY: Please send a letter of interest to:
Mariya Pushkantser, Director of Secondary Education
mpushkantser@poughkeepsieschools.org
cc: Francesca 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.