BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12603

RECRUITMENT BULLETIN # 20-21-213
APRIL 2021

COMMUNITY SCHOOLS ADMINISTRATOR

NOTICE OF POSITION

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

COMMUNITY SCHOOLS ADMINISTRATOR

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

QUALIFICATIONS:
EITHER: (A) Master’s degree in Human Services, Education or a related field and one (1) year of post-graduate administrative or management experience in the human services field, which includes grant writing; OR: (B) Bachelor’s degree in Human Services, Education or a related field and two (2) years of post-graduate administrative or management experience in the human services field, which includes grant writing; OR: (C) Bachelor’s degree plus four (4) years of post-graduate administrative or management experience in the human services field, which includes grant writing; OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (C) above.

*Note: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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.

This is an administrative position within a school district. The incumbent directs the day-to-day activities related to the programs of a Community Schools Initiative. The Community School Administrator will work collaboratively with building principals and advisory committees to implement policies and programs, staff development, fiscal management, and physical facilities related to the Community Schools programs. Work is performed under the general direction of the Executive Director of Community Schools with leeway permitted for the exercise of independent judgement to carry out program objectives. Supervision is exercised over the program staff and clerical support personnel involved in the part-time after/before school and extended year programs.

RESPONSIBILITIES:
The duties of the Community Schools Administrator include, but are not exclusively limited to the following:
1. Supports all aspects of the community school initiative which includes the grant proposal process;
2. Interprets and promotes the purpose and scope of the Community Schools program to various community groups;
3. Acts as administrative head of an Advisory Council/Task Force composed of school, community agency and business personnel to conduct research on the needs of community constituents and agencies;
4. Works collaboratively with external agencies to offer them opportunities to utilize the school site;
5. Coordinates extended time programs and acts as overall administrator for the extended day/year programs;
6. Directs and assists with the activities related to Community Schools public relations research and/or needs assessment;
7. Acts as a liaison to the State Education Department, Office of Children and Family Services, and other grantees for matters related to this program.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:
Thorough knowledge of the principles and practices of public administration; Good knowledge of grant writing and administration; Good knowledge of the philosophy and goals of community schools; Good knowledge of public relations to promote programs and act as a spokesperson for community school; Good knowledge of community service agencies and available community services; Ability to work effectively with a wide variety of people, including community agencies, professional teaching staff, parents, and public officials; Ability to prepare and administer budgets; Ability to communicate effectively both orally and in writing; Ability to prepare clear and concise written communications; Ability to solve complex administrative problems; Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

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.

This will be a Provisional Appointment

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

SALARY: Commensurate with Experience

EFFECTIVE DATE: As soon as possible after offer of employment

APPLICATION DEADLINE: Open until filled

SEND LETTER OF INTEREST AND RESUME: Dr. Timothy Wade, Psy.D.
Assistant Superintendent for Administrative Services
Department of Human Resources
18 South Perry St.
Poughkeepsie, New York 12603
CC: hrofficen@poughkeepsieschools.org
*You may also apply through OLAS @ https://olasjobs.org*

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy.

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.