

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-66

**Anticipated Confidential Clerical/TA
for Data Entry/Management**

September 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 Confidential Clerical/TA/ for Data Entry/Management

QUALIFICATIONS:

Confidential Clerical/Secretarial/TA experience

Candidates should have knowledge of databases, excellent organizational skills, knowledge of community resources, and willingness to help others;

Report writing, exceptional communication skills (internal and external), and excellent listening skills. Bilingual candidates are 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.

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 include: Under the direction of the Director of Secondary Education:

- Complete data entry daily/weekly based on attendance and enrollment. Must attend professional development workshops for training
- Build trusting relationships with community members, students in the program, and staff

- Must be able to support the program director with the data management and entry
- Check and make sure that weekly attendance is completed and input into ASISTS
- Manual entry into ASISTS
- Perform data entry and database searches into ASIST and others.
- Posting jobs for students to apply to and network with area employers through job fairs, Chamber of Commerce events, and other opportunities throughout the year.
- Coordinate and ensure proper testing alignment and implementation
- Make sure that all students in academic programs must receive a pretest within the first 12 hours and must be post-tested. Students must be pre- and post-tested on the TABE 11/12 series for ABE students and the BEST 2.0 (or subsequently BEST Literacy – see NYSED assessment policy) for ESL students. Post testing time frames must align with the current NYS Assessment Policy.
- Must complete a minimum of fourteen (14) hours of professional development provided through NYSED's RAEN system.
- Provide support for the data entry for the intake process

EFFECTIVE DATE: October 10, 2022

Up to 129.6 hours depending on the program hours

SALARY:

Based on grant approval

CONDITIONS:

Based on grant approval

Based upon enrollment

FINAL DATE FOR FILING: September 27, 2022 or Until Filled

Send letter of Interest to :Mariya Pushkantser Director of Secondary Education

mpushkantser@poughkeepsieschools.org

cc:Fran Bouffard

fbouffard@poughkeepsieschools.org

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