

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

**INTERNAL**

**RECRUITMENT BULLETIN # 21-22-299**

**DIAL SCREENING PLAN**

**May 2022**

**\*REVISED 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:

**DIAL SCREENING PLAN @ POUGHKEEPSIE MIDDLE SCHOOL**

- 1 administrator to oversee the DIAL screening process

**\*QUALIFICATIONS:**

\*NYS School Building Leader and/or School District Leader Certification

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.

Each teacher will administer the Speed DIAL. Students will be scheduled every half-hour with a 45 minute break for lunch. ENL teachers will be scheduled for 2 days to administer the NYSESLAT. Central Registration will schedule appointments for May 14, May 21, July 11, and July 12, until those days are filled. If additional students register, appointments will be scheduled first on August 15 until it is filled, then on August 16. All staff appointed will only work on days for which appointments are scheduled.

**SCHEDULE:**

May 14 - 12:00 - 3:00

May 21 - 12:00 - 3:00

July 11 - 12:00 - 3:00 - ENL specific day

July 12 - 12:00 - 3:00 - ENL specific day

Tentative additional days

August 15 - 9:30 - 3:00 (with 45 min for lunch) - ENL specific day

August 16 - 9:30 - 3:00 (with 45 min for lunch)

**\*Total hours up to max of 21.5 (only 12 hours unless tentative additional days are needed)**

**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:** As per PPSAA contract

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

**Send letter of Interest to:** **Janet Bisti**  
[jbisti@poughkeepsieschools.org](mailto:jbisti@poughkeepsieschools.org)  
CC: [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.