

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

NOTICE OF POSITION

**RECRUITMENT BULLETIN #21-22-225
MARCH 2022**

**ANTICIPATED DIR OF SECONDARY EDUCATION
POUGHKEEPSIE CITY SCHOOL DISTRICT**

POSITION:

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

ANTICIPATED DIRECTOR OF SECONDARY EDUCATION

APPLICATION:

Candidates must complete an application available to print through the Human Resources Tab at www.poughkeepsieschools.org Please also apply on OLAS.

QUALIFICATIONS:

Candidates must possess a Master's degree and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate. Candidates must have administrative experience. Candidates must have the knowledge and ability to:

- Comprehensive knowledge of applicable state and federal laws, regulations, and compliance requirements governing secondary programs in New York.
- Ability to communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to clients, community, and staff.
- Ability to collaborate with other agencies in planning and implementing effective secondary programs, including staff and parent training, within established budget constraints.
- Ability to analyze complex situations and prepare response alternatives for consideration by decision making groups.
- Knowledge of State funding allocation methods.
- Knowledge of curricula.

Candidates with prior 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 Assistant Superintendents of Elementary and Secondary Education, the Director of Instruction and Professional Learning will plan, implement, supervise, coordinate and evaluate the 6-12 instructional program and develop the capacity of teachers and building leaders through professional development and coaching support.

RESPONSIBILITIES:

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

- Support the identification, development and implementation of new curriculum and pedagogy 6-12.
- Support the oversight in the development and implementation of leadership training, including the Aspiring Leadership Academy.
- Coordinate 6-12 professional learning opportunities for certificated, classified, teaching and administrative staff aligned to the Standards for Professional Learning.
- Structure learning opportunities through collaboration with schools to provide a more integrated approach to professional learning recognizing the unique needs of early elementary, elementary, middle and secondary programs.
- Remain current with developments and trends in curriculum and instruction and provide leadership in determining program direction and improvement to curriculum and instruction
- Know and understand current research, pedagogies and their implications for program development in PCSD
- Develop and coordinate a web based catalog and calendar of Professional Learning Opportunities for certificated, classified, and administrative staff.
- Integrate research based professional learning opportunities that support:
 - Next Generation Learning Standards implementation
 - Professional Learning Communities
 - Instructional Technology
- Provide supervision and support to supervisors of elementary and secondary instruction
- Organize and support the facilitation of Division of Instruction weekly meetings
- Attend District Department Head Meetings
- Consult regularly with Assistant Superintendents of Elementary and Secondary Education, and Executive Director of Students with Exceptionalities.
- Oversee the English as a New Language (ENL) department districtwide, in collaboration with the Director of Elementary Education.
- Oversee and support the Pathways, CTE, and other initiatives at the secondary level.
- Provide support as needed and oversee the Arts in Education programming K-12, in collaboration with the Elementary team.
- Oversee the Arts/Music Dept. for 6-12.
- Work on the development and oversight of Extended Learning Time programming, for 6-12, Credit recovery for 9-12, and Saturday Morning Lights for 6-12.
- Oversee and manage Supervisor of Secondary Education.
- Perform other duties as assigned.

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.

<u>SALARY:</u>	\$115,000.00
<u>EFFECTIVE DATE:</u>	As soon as practicable after offer of employment
<u>APPLICATION DEADLINE:</u>	Open until filled
<u>SEND ALL INTEREST TO:</u>	https://olasjobs.org/ Dr. Charles Gallo Assistant Superintendent of Secondary Education Cc: Francesca Bouffard cgallo@poughkeepsieschools.org 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