

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

**INTERNAL**

**RECRUITMENT BULLETIN # 22-23-240  
MAY 2023**

**EXTENDED SCHOOL YEAR (SWED)  
SCHOOL TYPIST**

**NOTICE OF POSITION**

**POSITION:**

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

**SCHOOL TYPIST - 6 WEEK SUMMER PROGRAM  
(Minimum of 6 Consecutive Weeks)**

**EXTENDED SCHOOL YEAR SUMMER PROGRAM FOR  
STUDENTS WITH EXCEPTIONALITIES**

**QUALIFICATIONS:**

Meets Civil Service Requirements

**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.

**RESPONSIBILITIES:**

Prep/set up prior to program start. Answer telephone, mail, typing, coordinate transportation and any other duties as assigned by the coordinators of the Office of Students with Exceptionalities.

**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.

**EFFECTIVE DATE:**

**SET UP DAY: JUNE 28, 2023  
INSTRUCTION RUNS: JULY 6, 2023 - AUGUST 16, 2023  
MONDAY THROUGH FRIDAY, 8AM-1:30PM**

**SALARY:**

**HOURLY RATE AS DETERMINED BY CONTRACT  
TO BE PAID FROM THE SPECIAL AIDE FUND**

**FINAL DATE  
FOR FILING:**

**JUNE 11, 2023**

**TO APPLY:**

**PLEASE SEND A LETTER OF INTEREST TO:  
DR. IRIS GOLIGER, EXECUTIVE DIRECTOR OF STUDENTS  
WITH EXCEPTIONALITIES,  
[igoliger@poughkeepsieschools.org](mailto:igoliger@poughkeepsieschools.org)  
cc: SOLITA MORAN-FRYE,  
[smoran-frye@poughkeepsieschools.org](mailto:smoran-frye@poughkeepsieschools.org)**

**Previous Extended School Year staff members that are interested in working for the program must submit a letter of interest.**

**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.**