

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

INTERNAL

**RECRUITMENT BULLETIN # 21-22-272
APRIL 2022**

**SUBSTITUTE SCHOOL TYPIST
EXTENDED SCHOOL YEAR (SPED)**

NOTICE OF POSITION

POSITION:

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

**SUBSTITUTE SCHOOL TYPIST PER DIEM - 6 WEEK SUMMER PROGRAM
EXTENDED SCHOOL YEAR SUMMER PROGRAM FOR STUDENTS W/ DISABILITIES
IF UNABLE TO WORK 6 CONSECUTIVE WEEKS, MAY SUBSTITUTE IN THE PROGRAM**

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: 1 week preparation
6-Week Summer Program- Per Diem as needed
June 27 - August 16, 2021
Monday through Friday from 8:00 a.m. - 10:30 a.m.

SALARY: Hourly rate as per contract
To be paid from the Special Aide Fund

**FINAL DATE
FOR FILING:** May 4, 2022

**SEND LETTER OF
INTEREST TO:** twade@poughkeepsieschools.org
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
cc: jmanuel@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.