

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

**RECRUITMENT BULLETIN # 21-22-96  
SEPTEMBER 2021**

**ELEMENTARY SCHOOL PRINCIPAL (POOL)  
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:

**ELEMENTARY SCHOOL PRINCIPAL (POOL)  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**APPLICATION:**

Candidates must complete an application available to print through the Human Resources Tab [www.poughkeepsieschools.org](http://www.poughkeepsieschools.org) and apply through OLAS.

**QUALIFICATIONS:**

Candidates must possess a Master's degree, and a New York State School District Administrator (SDA), or School Building Leader (SBL) certificate by the time of appointment. Candidates must have a minimum of six (6) years of experience in K-12 education (3 years at the supervisory/administrative level at the elementary level, and 3 years of experience as a state education department certificated educator). Candidates with prior administrative experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

PCSD principals have the primary responsibility for establishing elementary schools as active learning centers with a focus on student engagement, professional support for teachers, instructional practices that lead to dramatic academic progress, and measurable results. Candidates should have:

- A passionate belief in the capacity of all children to learn and succeed and a sense of urgency about making that real for PCSD students,
- Demonstrated instructional leadership that are yielded success in raising student outcomes,
- School turnaround and change management experience,
- Experience working effectively with urban schools, students and families, and outside partners to support social, emotional and wellness success,

- Deep understanding of the teaching and learning process, and how to create high-performance learning environments,
- Personal sense of accountability around student academic progress, carried out through effective instructional leadership and staff support,
- Ability to understand and use data to drive decision making,
- Consensus building, strategic and collaborative management skills.

## **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.

PCSD is actively searching for experienced school leaders who are passionately committed to improving educational options for urban students, and who are prepared to take on the challenging work of systemic school change. The ideal candidates will have had successful experience with elementary school turnaround efforts and creating strong school cultures and academic programs clearly focused on improving teaching practice and measurable student achievement gains.

Under the leadership of the Assistant Superintendent of Elementary Education, the duties of the PCSD principals include, but are not exclusively limited to the following:

### **Student Performance and Supports**

- Set and enforce rigorous standards for student achievement that are in line with the goals of Poughkeepsie City School District.
- Establish attainable stretch goals for instructional learning objectives that are aligned with student achievement.
- Ensure the academic program meets or exceeds yearly student outcome goals as defined by Poughkeepsie City School District and measured by the NYSED ESSA accountability requirements.
- Ensure that all students are provided with supports that guarantee school attendance, course completion, and a cherished elementary school experience.

### **Instructional Leadership**

- Serve a lead instructional leader.
- Conduct common planning time meetings with faculty and staff that focus on student achievement, student support, operations, parent and community engagement, data use, enrichment, high standards, culturally proficient teaching.

- Lead, evaluate, develop and mentor a team of high quality teachers.
- Work with teachers to constantly assess and improve student achievement results.
- Ensure use of effective, research-based teaching methodologies and practices.
- Implement data-driven instructional practices and lead discussions about student performance.
- Work with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning.
- Keep abreast of successful instructional methodologies and effective pedagogical practices.
- Provide high quality training and resources to staff.
- Ensure consistencies in instruction and practice amongst the team of teachers.
- Foster a culture of professionalism among teachers and staff.
- Ensure the learning environment and classroom instruction maximizes student learning.
- Monitor progress of all students, with an emphasis on English Language Learners, Students with Disabilities, and children displaying extraordinary needs.

### **Organizational Leadership**

- Develop organizational goals and objectives consistent with the vision, mission and values of Poughkeepsie City School District.
- Lead and maintain active involvement in the school improvement planning process with all stakeholders.
- Create a culture of excellence, teamwork and collaboration amongst the staff, teachers, students and families.
- Lead teachers and other school community stakeholders in developing a healthy school culture aligned with the vision, mission and values of the school and the region.
- Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents.
- Oversee all programs, services, and activities to ensure that program objectives are met.
- Ensure compliance with all local, state and federal funding sources.
- Ensure the safety and security of all students, staff, visitors, and public and property.
- Ensure an orderly learning environment.
- Ensure appropriate standards of student behavior, performance, and attendance.
- Ensure that all disciplinary issues are addressed fairly and consistent to the PCSD Code of Conduct.
- Assist in the establishment of a community school model that will provide students and families with comprehensive academic, social, emotional, and wellness support.

- Facilitate and lead school turnaround efforts working closely with the Middle School principal to ensure vertical alignment with the Middle School Transformation Initiative.

### **Operational Leadership**

- Implement the budget development process with the assistance of the PCSD Chief Finance and Business Official.
- Ensure that all internal and external provided resources are used responsibly and effectively.
- Oversee routine facilities maintenance.
- Oversee management of school records and resources as necessary.
- Ensure compliance of local, state, and federal laws and regulations.

### **Personnel**

- Recruit, select, and hire school staff, including teachers and school-based support staff.
- Continually monitor progress on all measures of school and staff performance.
- Administer PCSD approved personnel policies and procedures.
- Ensure legal hiring and termination procedures in collaboration with the District's Human Resources.
- Oversee any and all disciplinary actions.
- Provide for adequate supervision, training, and evaluation of all staff and volunteers.
- Communicate the vision that supports the school's goals and values.
- Create an effective TEAM of people jointly responsible for the attainment of school goals and committed to achieving greater outcomes for PCSD youth.

### **Community Relations**

- Serve as a first contact between teachers, parents, and the community.
- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the Poughkeepsie City School District and Community.

**This is a generic job posting and not for a school specific position. The intent of this posting is to allow candidates to submit their application as a way of indicating that they are interested in a position for the 2021-2022 school year. This will allow Human Resources to contact candidates about recruiting opportunities. As school specific jobs are identified, applicants will need to apply for each position that they are interested in pursuing. Only by applying for a school specific position will the hiring manager be able to view the candidate's application and related documents.**

**Send Resumé &  
Letter of Interest:**

<https://olasjobs.org/>

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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.