

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

**RECRUITMENT BULLETIN # 21-22-31  
July 2021**

**EXECUTIVE DIRECTOR OF COLLEGE READINESS AND  
WORKFORCE EDUCATION**

**NOTICE OF POSITION**

**POSITION:**

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

**EXECUTIVE DIRECTOR OF COLLEGE READINESS AND WORKFORCE EDUCATION**

**APPLICATION**

Candidates must complete an application (letter of interest and resume').

**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 a minimum of four (4) years of experience in K-12 education. The four years must be at the secondary (7-12) level. Candidates must have the knowledge and ability to:

- Create and support the growth of college and career readiness programs and assessments.
- Exhibit comprehensive knowledge of, and experience with effective presentation strategies.
- Communicate and collaborate effectively with diverse groups and audiences.
- Promote flexibility and resiliency through thinking critically and creatively.
- Understand and guide practice in accordance with applicable state and federal laws, regulations, and compliance requirements governing college and career programs in New York.
- Communicate orally and in writing sufficient to express ideas, thoughts, and instructions clearly to partners, community, staff, parents and students.
- Collaborate with other agencies in planning and implementing effective programs, including staff and parent training, within established budget constraints.

- Analyze complex situations and prepare response alternatives for consideration by decision-making groups.
- Articulate District Policies
- Deliver high level

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 Superintendent of Secondary Education, the Executive Director of College Readiness and Workforce Education will lead the District's College and Career Readiness programs and services to support the District's goal for every student graduating from high school college and/or career ready.

**RESPONSIBILITIES:**

The duties of the Executive Director of College Readiness and Workforce Education include, but are not exclusively limited to the following:

- Support the development, implementation and evaluation of a structured K-12 college and career readiness program and continuing education programming.
- Provide leadership, guidance and support to Poughkeepsie City School District counselors, transition counselors and graduation coaches.
- Collaborate with instructional leaders to establish college and career readiness outcome measures and include them across all curricular areas.
- Create and revise CTE courses that support current state standards.
- Serve as the liaison between community colleges and 4-year colleges regarding career planning, Career Technical Education (CTE) and college readiness.
- Serve as the liaison to Dutchess County BOCES and CTE curriculum leaders within the county and state and serve on advisory boards regarding CTE programs.
- Lead the writing and administration of any relevant grants, such as the Carl Perkins grant, including data collection, gathering administrator and teacher input, and facilitating meetings related to the grants.

- Organize, coordinate, and lead an annual district CTE Advisory Board
- Manage college and career budgets for the district, maximizing impact for student learning and post-secondary preparedness.
- Coordinate and provide professional development for administrators, teachers and counselors on college and career awareness, college and career preparation and academic integration.
- Participate in the articulation of CTE courses via meeting with teachers, community colleges, and distributing agreements and certificates.
- Lead efforts toward increasing college and career readiness for all students, while decreasing the achievement gap.
- Provide guidance and supervise selection of instructional materials.
- Supervise the ordering, inventory and distribution of materials and equipment.
- Organize meaningful work-based learning opportunities through business/industry and community resources.
- Collect, compile and publish graduation data and other data that indicates the college and career readiness of students. This includes data from surveys, as well as P<sub>S</sub>A<sub>T</sub>, SAT, ACT and AP data.
- Create, develop and maintain a college readiness/CTE district website.
- Assist the Information Technology Department by updating course and student information to meet NYSED requirements.
- Lead any compliance monitoring, including but not limited to the Federal Program Monitoring for CTE federally funded programs.
- Work with school sites to develop and implement student events and activities that enhance a college and career culture, including college and career fairs.
- 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.

**SALARY:** Commensurate with experience.

**EFFECTIVE DATE:** Immediately

**APPLICATION DEADLINE:** Open Until Filled

**SEND LETTER OF INTEREST AND RESUME:**

\*Please apply via OLAS  
<https://olasjobs.org/>



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