

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY
POUGHKEEPSIE, NEW YORK 12603**

**RECRUITMENT BULLETIN # 20-21-185
FEBRUARY 2021**

**(2) ELEMENTARY SCHOOL GREETERS
MORSE / ELC ELEMENTARY SCHOOL**

NOTICE OF POSITION

POSITION:

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

**(2) ELEMENTARY SCHOOL GREETERS
(MORSE / EARLY LEARNING CENTER)**

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab at www.poughkeepsieschools.org

QUALIFICATIONS:

Meets Civil Service qualifications for position.

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.

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

Greeting all incoming parents / visitors into the building. Ensuring all guests entering the building are signing in accordingly. Monitor the school lobby and corridors. 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 conducted where appropriate.

SALARY: \$12.50 per hr

**FINAL DATE
FOR FILING:** March 8, 2021

PLEASE SEND LETTER OF INTEREST TO: Dr. Timothy Wade
Assistant Superintendent of Administrative Services
Dept. of Human Resources
18 South Perry St.
Poughkeepsie, NY 12601

cc: hroffice@poughkeepsieschools.org

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.