

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

INTERNAL

**RECRUITMENT BULLETIN 21-22-124
OCTOBER 2021**

**EXTENDED LEARNING TIME ADMINISTRATOR
VARIOUS SCHOOL LOCATIONS**

NOTICE OF POSITION

POSITION:

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

EXTENDED LEARNING TIME ADMINISTRATOR

QUALIFICATIONS:

Candidates must complete a resumé and submit a letter of interest for consideration of appointment

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.

- To develop and supervise an Elementary/Secondary Extended Learning Time Program
- Review weekly lesson plans and ensure alignment with school day programming and identified student need
- Support Program funded by the Title and Empire Funds, including completion of all required documentation
- Collaborate with the grant manager and program supervisor to design a comprehensive after-school program offering youth development, academic enrichment and literacy and related educational development to families; if applicable
- Coordinate and oversee space and other logistics (snack, extended use, security, etc.)
- Conduct a comprehensive coordinated planning session with building and CBO staff on shared expectations, success metrics, and a communication plan for the year
- Establish effective attendance tracking procedures
- Establish site binders to store all registration forms, attendance data, lesson plans, and other required forms
- Develop and distribute a contact list for all participants to be utilized when emergency notifications need to be made
- Display prominently in the main lobby area, all daily program information including room assignments and names of the instructional staff
- Meet regularly with building and CBO staff to assess the success of the program; if applicable

- Share discipline protocols and emergency procedures with all staff
- Conduct fire drills and practice other emergency procedures annually
- Provide direct, active supervision, coaching, and monitoring of staff, community partners, and volunteers during extended learning time hours while programs are operating
- Complete at least 2 FILW's daily using the google form
- Serve as a liaison between the school staff, students, parents, and CBOs
- Implement staff sign-in procedure to ensure accurate staff attendance
- Establish and maintain mechanisms for appropriate documentation and record keeping for all programs; manage the attendance tracking database; and analyze after-school data to make necessary improvements to programs
- Help recruit and retain students as well as promote the program as needed
- Take attendance daily and manage all student transitions
- Coordinate and collect data for the Annual Performance Report (APR)
- Evaluate all program Staff using PCSD forms & protocols.

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: October 12, 2021 - June, 2022

SALARY: As per PPSAA contract hourly rate

FINAL DATE FOR FILING: October 8, 2021

SEND RESUMÉ AND

LETTER OF INTEREST TO :

hroffice@poughkeepsieschools.org

lclark@poughkeepsieschools.org

gmott@poughkeepsieschools.org

Curriculum Department

Administrative Offices

18 South Perry Street

Poughkeepsie, New York 12601

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.