

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

**RECRUITMENT BULLETIN # 20-21-179  
FEBRUARY 2021**

**LIBRARY MEDIA SPECIALIST  
CLINTON 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:

**CERTIFIED LIBRARY MEDIA SPECIALIST  
CLINTON ELEMENTARY SCHOOL**

**APPLICATION:**

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

**QUALIFICATIONS:**

New York State Certification required.  
K-12 Library Media Certification

**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 provide quality educational experiences that guarantee student development, interprets, and transmit ideas effectively. Key objectives are: mastery of subject matter, skill development, formation of positive attitudes, problem-solving, active participation and good citizenship. Work closely with parents in guiding the growth and development of students.

- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare a classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
- Instruct and monitor students in the use of learning materials and equipment.
- Provide for the care and protection of school property.
- Use relevant technology to support instruction.
- Observe and evaluate student performance and development.
- Assign and grade class work, homework, tests, and assignments as appropriate.
- Provide appropriate feedback on student work..

- Provide guidance to students which will promote educational development.
- Maintain accurate and complete records of student progress and development.
- Update records accurately and completely as required by laws and district policies.
- Distribute Laptops to teachers and Chromebooks to students.
- Monitor and encourage student progress.
- Prepare required reports on students and activities.
- Manage student behavior and maintain discipline by establishing classroom rules and procedures and enforcing classroom, school, and district rules and procedures.
- Participate in department, school, and district meetings and professional development activities as appropriate.
- Stay current with the most recent developments in appropriate subject areas as initiated by the school or district.
- Cooperate with and participate in the planning, implementation, and evaluation of the total school program.
- Foster and maintain effective communication with parents and/or guardians.
- Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrator

**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:** In accordance with the PPSTA contract.

**FINAL DATE FOR FILING:** Open until filled

**SEND LETTER OF INTEREST & RESUME:** Dr. Timothy Wade  
 Assistant Superintendent of Administrative Services  
 18 South PerrySt.  
 Poughkeepsie, New York 12603  
 cc:[hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)

**\*Applications may also be filed through <https://olasjobs.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.