

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

**INTERNAL**

**RECRUITMENT BULLETIN # 22-23-68**

**MTSS TEAM**

**September 2022**

**WARRING 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:

**(5) MTSS TEAM MEMBERS**

**QUALIFICATIONS:**

Candidates must complete a letter of interest for consideration of appointment  
Candidates must be representatives of the Warring Elementary School community

**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 MTSS Team will work collaboratively with the building principal, MTSS Coordinator, and central office administration to implement multi-tiered systems of support and track their impact on student academic and behavioral improvement.

The duties of the MTSS Team include, but are not exclusively limited to the following responsibilities:

- Participating in and contributing to collaborative problem-solving meetings
- Conducting a review of academic or behavioral concerns to determine the root cause at the classroom-level
- Review progress monitoring data at regular intervals to inform instruction, interventions, and supports
- Monitor implementation and fidelity of intervention delivery
- Document strategies, referrals and intervention plans in District system (Infinite Campus)
- Seek and utilize coaching supports
- Maintain communication with parents and teachers on student progress
- Responsible for planning, organizing, developing, implementing, and monitoring district-wide multi-tiered systems of support
- Collection of accurate and applicable school and student data
- Work closely with administration, curriculum and instructional staff to endure a high fidelity

implementation of the state adopted programs.

- Maintains a variety of detailed records in a variety of written and electronic formats including services provided for students.

**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 6, 2022**

**SALARY:** PPSTA Rate - Active PPSTA Members  
Not to exceed 20 hours

**FINAL DATE FOR FILING: September 30, 2022 or Until Filled**

**Send letter of Interest to :** Nicole Penn, Principal of Warring Elementary  
[npenn@poughkeepsieschools.org](mailto:npenn@poughkeepsieschools.org)  
Janet Bisti, Director of Elementary Education  
[jbisti@poughkeepsieschools.org](mailto:jbisti@poughkeepsieschools.org)

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.