

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

**RECRUITMENT BULLETIN # 20-21-112
CONTINUOUS RECRUITMENT**

**NON- CERTIFIED TEACHER SUBSTITUTES
(DISTRICT WIDE)**

***REVISED**

NOTICE OF POSITION

POSITION:

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

**NON- CERTIFIED TEACHER SUBSTITUTES
(DISTRICT WIDE)**

APPLICATION:

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

QUALIFICATIONS:

Candidates must have a High School Diploma
Candidates must have college credits in an educational field
Candidates must be fingerprinted

JOB SUMMARY:

A substitute teacher is responsible for providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teacher. Substitute teachers must implement teacher lesson plans, assign student class work and homework, maintain classroom control and discipline. In some cases substitute teachers may be required to complete a daily report or evaluation to communicate any pertinent information resulting from the day's events. Substitutes must have teaching capabilities and be able to follow oral and written directions. Establishing effective working relationships with staff and students is very important.

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.

Duties are normally performed in a school/classroom environment. Duties may be conducted in work-related community settings and/or a virtual environment.

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: Non-Certified Teacher Sub \$100.00 a day

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.