

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

**RECRUITMENT BULLETIN 21-22-115
OCTOBER 2021**

**EVENT STAFF
POUGHKEEPSIE CITY SCHOOL DISTRICT**

NOTICE OF POSITION

POSITION:

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

**EVENT STAFF
POUGHKEEPSIE CITY SCHOOL DISTRICT**

APPLICATION

Please apply using a resumé and a letter of interest for consideration of appointment

QUALIFICATIONS:

NYS Teaching Certification required.
First Aid and CPR Training
AED Training (Automatic External Defibrillator)

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.

ESSENTIAL DUTIES:

- Aid in setting-up and break down of facility for athletic events
- Maintain and create an atmosphere of safety and appropriate fan participation
- Provide assistance to fans or staff when needed or asked.
- Enforce NYSPHSAA, Section I, PCSD, and athletic department policies, procedures, and rules.
- Recognize and assist people who may need medical attention and contact necessary assistance
- Observe student behavior, de-escalate conflicts for escorting students in and out of the event, requesting assistance if needed
- Monitor areas where the event is taking place

SPORT & GAME ESSENTIAL DUTIES:

- Ticket taking
- Ushering
- Parking attendants
- Media table responsibilities
- Shot clock operations (various sports)
- Scorebook (various sports)
- Scoreboard operations (various sports)
- Football chain gang (football specific)
- Other game day responsibilities as needed

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.

**FINAL DATE
FOR FILING:**

October 29, 2021

SALARY:

In accordance with the PPSTA contract

SEND LETTER OF INTEREST TO: psheehan@poughkeepsieschools.org

Mr. Peter Sheehan
Interim Director of Athletics
Poughkeepsie High School

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.