

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

**RECRUITMENT BULLETIN 21-22-116
OCTOBER 2021**

**FACULTY MANAGER OF ATHLETICS
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:

**FACULTY MANAGER OF ATHLETICS
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.

GENERAL FUNCTION:

The faculty manager for athletics helps coordinate academic assistance programs designed to receive appropriate and timely educational assistance.

ESSENTIAL DUTIES:

1. Provides direct assistance to student-athletes by enforcing academic policies and procedures unique to the Poughkeepsie City School District. To assist student-athletes by guiding them in decision making and how to accept responsibility for their decisions and academic progress.

2. Monitors and helps ensure that all student-athletes maintain satisfactory progress toward their diploma and assist with monitoring academic eligibility to compete in athletic events.
3. Assists faculty and enforces attendance policies established by the Poughkeepsie City School District by monitoring each student-athlete's academic progress during the semester, contacting and assisting student-athletes who have been reported by faculty for excessive absences, providing follow-up information regarding excessive absences to faculty, and informing coaches of student-athletes academic performance.
4. Contributes to a work environment that encourages knowledge of, respect for, and skills to engage with others or backgrounds.

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.