

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

**RECRUITMENT BULLETIN 21-22-99
OCTOBER 2021**

INTERNAL

**POUGHKEEPSIE EXT. LEARNING
OPPORTUNITY ADMINISTRATOR**

NOTICE OF POSITION

POSITION:

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

**Poughkeepsie Extended Learning Opportunity Administrator
(M – F Extended Learning and Saturday Academy)**

APPLICATION

Candidates must complete a resumé and a letter of interest and submit it to Human Resources.

QUALIFICATIONS:

Candidates must possess a Master's degree, and a New York State School District Administrator (SDA), or School District Leader (SDL) certificate by the time of appointment. Candidates must have a minimum of six (6) years of experience in K-12 education (3 years at the supervisory/administrative level at the secondary level, and 3 years of experience as a state education department certificated educator. Candidates with prior administrative experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

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.

Under the direction of the Assistant Superintendent of Secondary Education, the Poughkeepsie Extended Learning Opportunity Administrator will provide instructional, organizational, and operational leadership to guarantee that secondary students graduate on-time and with options to transition successfully into a post-secondary institution or career of their choice. The Poughkeepsie Extended Learning Opportunity Administrator will oversee an array of instructional and college and career readiness programming (i.e. credit recovery, SAT administration, Regents Prep, tutorial supports, Career Action Center) that will be offered to secondary students through the Poughkeepsie Public Schools Extended Learning model. The duties of the Poughkeepsie Extended Learning Opportunity Administrator include, but are not exclusively limited to the following:

Student Performance and Supports

- Set and enforce rigorous standards for student achievement that are in line with the goals of Poughkeepsie City School District.
- Establish attainable stretch goals for instructional learning objectives that are aligned with student achievement.
- Ensure the academic program meets or exceeds yearly student outcome goals as defined by Poughkeepsie City School District and measured by the NYSED ESSA accountability requirements.
- Ensure that all students are provided with supports that guarantee school attendance, course completion, on-time graduation, and a cherished 9-12 high school experience.

Instructional Leadership

- Serve as lead instructional leader of evening and Saturday programming.
- Work with teachers to constantly assess and improve student achievement results.
- Ensure use of effective, research-based teaching methodologies and practices.
- Implement data-driven instructional practices and lead discussions about student performance.
- Keep abreast of successful instructional methodologies and effective pedagogical practices.
- Ensure consistency in instruction and practice amongst a team of teachers.
- Foster a culture of professionalism among teachers and staff.
- Ensure the learning environment and classroom instruction maximizes student learning.
- Monitor progress of all students, with an emphasis on English Language Learners, Students with Disabilities, SIFE, and over aged and under credit populations.

Organizational Leadership

- Develop organizational goals and objectives consistent with the vision, mission and values of Poughkeepsie City School District.
- Lead and maintain active involvement in the school improvement planning process with all stakeholders.
- Create a culture of excellence, teamwork and collaboration amongst the staff, teachers, students and families.
- Lead teachers and other school community stakeholders in developing a healthy school culture aligned with the vision, mission and values of the school and the region.
- Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents.
- Oversee all programs, services, and activities to ensure that program objectives are met.
- Ensure compliance with all local, state and federal funding sources.
- Ensure the safety and security of all students, staff, visitors, and public and property.
- Ensure an orderly learning environment.
- Ensure appropriate standards of student behavior, performance, and attendance.
- Ensure that all disciplinary issues are addressed fairly and consistent to the PCSD Code of Conduct.

- Assist in the implementation of the PCSD Community School Model that will provide students and families with comprehensive academic, social, emotional, and wellness support.

Operational Leadership

- Ensure that all internal and external provided resources are used responsibly and effectively.
- Oversee routine facilities maintenance.
- Oversee management of school records and resources as necessary.
- Oversee and provide leadership to the development of an Extended Learning model master schedule.
- Ensure compliance of local, state, and federal laws and regulations.

Personnel

- Recruit, select, and hire Extended Learning staff in consultation with Human Resources.
- Continually monitor progress on all measures of school and staff performance.
- Administer PCSD approved personnel policies and procedures.
- Ensure legal hiring and termination procedures in collaboration with the District’s Human Resources.
- Oversee any and all disciplinary actions.
- Provide for adequate supervision, training, and evaluation of all staff and volunteers.
- Communicate the vision that supports the school’s goals and values.
- Create an effective TEAM of people jointly responsible for the attainment of school goals and committed to achieving greater outcomes for PCSD youth.

Community Relations

- Serve as liaison between teachers, parents, and the community.
- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the Poughkeepsie City School District and Community.

ANTICIPATED EFFECTIVE DATE: October 12, 2021

APPLICATION DEADLINE: October 6, 2021

SALARY: PPSAA hourly rate

SEND RESUMÈ AND LETTER OF INTEREST: hroffice@poughkeepsieschools.org
 Poughkeepsie City School District
 Human Resources
 18 South Perry Street
 Poughkeepsie, New York 12601

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.