

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

**INTERNAL**

**RECRUITMENT BULLETIN # 22-23-213**

**MARCH 2023**

**MIDDLE SCHOOL ASST PRINCIPAL  
FOR TESTING SCHEDULE  
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:

**MIDDLE SCHOOL ASSISTANT PRINCIPAL FOR ASSESSMENT PLANNING  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**QUALIFICATIONS:**

SBL

Current AP at PMS

Prior experience with creating testing schedules for PMS/Middle School

**APPLICATION**

Candidates must send a letter of interest for consideration of appointment

**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.

This time will be used to review data, strategies to provide students with targeted instruction to address their needs, and develop data driven instruction.

- AP will work on creating and finalizing the testing schedule for grades 6 through 8.
- AP will review the testing schedule collaboratively to ensure all students with accommodations have been properly scheduled
- AP will review the testing schedule for compliance with NYS testing regulations.
- AP will ensure a testing schedule in which teachers' schedules follow their contractual time limitations
- AP will provide rooms, groupings, and ensure that the testing schedule is ready for review by April 12 and ready to be shared with staff by April 17.

**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:**

April 3, 2023

**SALARY:**

As per PPSA contract, Maximum 20 hours

**FINAL DATE  
FOR FILING:**

PLEASE APPLY ASAP

**SEND INTEREST TO:**

**Dr. Charles Gallo,** [cgallo@poughkeepsieschools.org](mailto:cgallo@poughkeepsieschools.org)

Asst. Superintendent of Secondary Education

**Mariya Pushkantser,** [mpushkantser@poughkeepsieschools.org](mailto:mpushkantser@poughkeepsieschools.org)

Director of Secondary Education

cc: **Francesca Bouffard,** [fbouffard@poughkeepsieschools.org](mailto:fbouffard@poughkeepsieschools.org)

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