

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-187

**PROGRAM COORDINATOR FOR SATURDAY
MORNING LIGHTS**

JANUARY 2023

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:

**PROGRAM COORDINATOR SATURDAY MORNING LIGHTS
POUGHKEEPSIE MIDDLE SCHOOL**

QUALIFICATIONS:

NYS School Building Leader and/or School District Leader Certification

Experience working with Community Based Organizations

Candidates must complete a resumé and submit 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.

Under the leadership of the Executive Director of Community Schools, the duties of the Community Schools Saturday Morning Lights Program Coordinator include, but are not exclusively limited to the following:

- Oversee the operational leaders of the Saturday Morning Lights programs
- Manage the programmatic operations of the Saturday Morning Lights programs
- Coordinate the student course selection process
- Provide assistance to the selection of parent workshops
- Assist in the organization of parent and youth programming occurring during Saturday Morning Lights
- Assist in monitoring and evaluation of course effectiveness
- Oversee the student and parent registration process
- Input data in State and Federal Reports
- Other duties as assigned by the Executive Director of Community Schools

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: January 23 - June 17 (a total of 16 weeks)

SALARY: Stipend Position (Prorated)

FINAL DATE FOR FILING: February 1, 2023

Send letter of Interest to : **Natasha Brown, Executive Director of Community Schools**
nabrown@poughkeepsieschools.org

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.