

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

**RECRUITMENT BULLETIN # 21-22-100  
SEPTEMBER 2021**

**PRINCIPAL  
POUGHKEEPSIE MIDDLE SCHOOL**

**NOTICE OF POSITION**

**POSITION:**

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

**PRINCIPAL  
POUGHKEEPSIE MIDDLE SCHOOL**

**APPLICATION**

Candidates must complete an application available to print through the Human Resources Tab [www.poughkeepsieschools.org](http://www.poughkeepsieschools.org)

**QUALIFICATIONS:**

Candidates must possess a Master's degree, and a New York State School District Administrator (SDA), or School Building Leader (SBL) 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 certified educator). Candidates with prior administrative experience in an urban school district with a large racially and economically diverse populations 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 Superintendent of Schools, the Principal of Poughkeepsie Middle School (PMS) will provide instructional, organizational, and operational leadership to PMS staff that guarantees that PMS students transition successfully into Poughkeepsie High School. The Principal will facilitate the development of a Middle School Transformation Initiative designed to improve student academic success, student advocacy and support, teacher and leader effectiveness, and instructional programmatic design.

The Principal will be an instructional leader who is student-centered providing students with voice and leadership opportunities. Additionally, the Principal of PMS will understand the importance of Trauma Informed Care and Restorative Practices and methodically implement effective strategies that result in

better outcomes of PMS students. The duties of the Principal of PMS 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 the support that guarantees school attendance, course completion, and a cherished 6th-8th grade middle school experience.

### **Instructional Leadership**

- Serve as lead instructional leader of Poughkeepsie Middle School.
- Conduct common planning time meetings with faculty and staff that focus on student achievement, student support, operations, parent and community engagement, data use, enrichment, high standards, culturally proficient teaching.
- Lead, evaluate, develop, and mentor a team of high quality teachers.
- 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.
- Work with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning.
- Keep abreast of successful instructional methodologies and effective pedagogical practices.
- Provide high quality training and resources to staff.
- 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, and children displaying extraordinary needs.

### **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 with the PCSD Code of Conduct.
- Assist in the establishment of a community school model that will provide students and families with comprehensive academic, social, emotional, and wellness support.

### **Operational Leadership**

- Implement the budget development process with the assistance of the PCSD Chief Finance and Business Official.
- 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.
- Ensure compliance of local, state, and federal laws and regulations.

### **Personnel**

- Recruit, select, and hire school staff, including teachers and school-based support staff.
- 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.
- Facilitate and lead a Middle School Transformation Initiative working closely with the High School principal to ensure vertical alignment of the High School Transformation Initiative.

### **Community Relations**

- Serve as a 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:**      TBD

**APPLICATION**  
**DEADLINE:**                      Open until filled

**SUBMIT APPLICATION & RESUMÉ TO:**                      <https://olasjobs.org/>  
Dr. Timothy Wade  
Assistant Superintendent of Administrative Services  
Human Resources Department  
18 South Perry St.  
Poughkeepsie, NY 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.