

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

**INTERNAL**

**RECRUITMENT BULLETIN # 22-23-70**

**SCEP OVERSIGHT TEAM**

**September 2022**

**WARRING ELEMENTARY 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:

**(5) SCEP OVERSIGHT TEAM MEMBERS**

**QUALIFICATIONS:**

Candidates must complete a letter of interest for consideration of appointment  
Candidates must be representatives of the Warring Elementary School community

As outlined by NYSED, "All Target District DCIPs and CSI and TSI SCEPs must be developed with stakeholder participation. NYSED will not approve any SCEP from a school identified as Comprehensive Support and Improvement (CSI) until the plan demonstrates evidence that stakeholders have meaningfully participated in the development of the SCEP."

**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.

The SCEP oversight team will work in collaboration with school partners and stakeholders to develop recommendations for improvement of the school and to solicit input regarding their recommendations through public engagement. The SCEP Oversight Team will review the School Comprehensive Education Plan (SCEP) and/or School Continuation Plan (SCP) to determine if revisions are necessary.

The duties of the SCEP Oversight Team include, but are not exclusively limited to the following responsibilities:

- Assess the degree to which the School Comprehensive Education Plan (SCEP)/School Continuation Plan is successfully being implemented
- Collect, analyze, and report on school-based data related to SCEP goals and targets (such as i-Ready, attendance, behavior, DTSDE survey results, state testing, FILWs etc.)
- Support the school leadership in completing quarterly reports on progress made towards SCEP goals, as needed
- Complete a needs assessment, specifically including input from staff, students, and parents via

survey and/or interviews, to determine how the school is currently positioned to support student success prior to writing their annual improvement plan.

- Collaborate with school stakeholders (staff, students, parents) to write the 2023-2024 SCEP
- Complete and submit a draft 2023-2024 SCEP to the Director of Elementary Education by end of day June 9, 2023.
- Create a presentation of the 2023-2024 SCEP for school leadership to present to the Board of Education for approval at a date to be determined

**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: October 6, 2022**

**SALARY:** PPSTA Rate - Active PPSTA Members  
Not to exceed 29.5 hours

**FINAL DATE FOR FILING: September 30, 2022 or Until Filled**

**Send letter of Interest to :** Nicole Penn, Principal of Warring Elementary  
[npenn@poughkeepsieschools.org](mailto:npenn@poughkeepsieschools.org)  
Janet Bisti, Director of Elementary Education  
[jbisti@poughkeepsieschools.org](mailto:jbisti@poughkeepsieschools.org)

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