

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12603**

**RECRUITMENT BULLETIN # 20-21-222  
APRIL 2021 \*REVISED**

**SECONDARY MATH TEACHER  
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:

**SECONDARY MATH TEACHER  
(POUGHKEEPSIE CITY SCHOOL DISTRICT)**

**APPLICATION**

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

**QUALIFICATIONS:**

New York State Certified in the tenure area for which they are applying to teach.

**JOB SUMMARY:**

Position requires the planning, organization, and implementation of the appropriate instructional program to address the learning needs of the students; to guide and encourage students to develop and fulfill their potential in both curricular and extracurricular activities.

**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.

- Plan, prepare and deliver instructional activities that facilitate active learning experiences.
- Develop lesson plans.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Identify and utilize different instructional resources and methods to support the learning needs of students at varying levels of progress.
- Instruct and monitor students in the use of learning materials and equipment.
- Provide for the care and protection of school property.
- Use relevant technology to support instruction.
- Observe and evaluate student performance and development.

- Assign and grade class work, homework, tests, and assignments as appropriate.
- Provide appropriate feedback on student work.
- Monitor and encourage individual student progress.
- Provide guidance to students which will promote educational development.
- Maintain accurate and complete records of student progress and development.
- Update records accurately and completely as required by laws and district policies.
- Prepare required reports on students and activities.
- Manage student behavior and maintain discipline by establishing classroom rules and procedures and enforcing classroom, school, and district rules and procedures.
- Participate in department, school, and district meetings and professional development activities as appropriate.
- Stay current with the most recent developments in appropriate subject area as initiated by the school or district.
- Cooperate with and participate in the planning, implementation, and evaluation of the total school program.
- Foster and maintain effective communication with parents and/or guardians.
- Perform other tasks and responsibilities as assigned by the Principal or other appropriate administrator

**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.

**SALARY:** In accordance with the PPSTA contract.

**FINAL DATE FOR FILING:** Open until filled

**SEND LETTER OF INTEREST, RESUME, ALL COLLEGE TRANSCRIPTS, COPY OF CERTIFICATIONS, AND 3 LETTERS OF REFERENCE TO:**

Dr. Timothy Wade  
 Assistant Superintendent for Administrative Services  
 18 South Perry St.  
 Poughkeepsie, NY 12601  
 cc:[hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel file. 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.