

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

**RECRUITMENT BULLETIN 22-23-22  
JULY 2022**

**SUBSTITUTE CLERICAL POSITIONS  
CONTINUOUS RECRUITMENT DISTRICT WIDE  
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:

**SUBSTITUTE CLERICAL POSITIONS CONTINUOUS RECRUITMENT - DISTRICT WIDE  
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:**

Meets Civil Service minimum qualifications for position.

**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.

Perform usual office routines and practices including answering phones and intercom systems, providing information and assistance to callers, taking and conveying messages, and distributing mail. Maintain calendar, appointment schedules, etc. for the school principal/administrator. Greet parents and visitors in a pleasant and professional manner, determine the nature of their business, and direct them to the appropriate destination. Assist and direct students who come into the office. Ensure absolute confidentiality of information, files, and records etc. Type, prepare, distribute, file, and/or mail records/reports, correspondence, flyers, newsletters, and other related materials. Communicate effectively with administration, faculty, staff, students, parents, visitors, and vendors. Demonstrate cooperation and flexibility in performing other related duties as assigned by the school administration.

**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:** \$15.00 per hr

**FINAL DATE FOR FILING:** CONTINUOUS RECRUITMENT

**SEND ALL INTEREST TO:** [hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)  
Dr. Timothy Wade  
Assistant Superintendent of Administrative Services  
Human Resources Department  
18 South Perry Street  
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.