

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

**RECRUITMENT BULLETIN # 21-22-50
AUGUST 2021**

**(TOSA) SCHOOL ENGAGEMENT SPECIALIST
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:

**SCHOOL ENGAGEMENT SPECIALIST
(TEACHER ON SPECIAL ASSIGNMENT)**

APPLICATION:

Candidates must submit a letter of interest and resume' for consideration of the position.

QUALIFICATIONS:

Candidates must possess a Master's degree and a New York State School Teacher certificate have at least (5) five years' experience working with adolescents in an urban environment. Candidates should have experience providing group work and/or counseling services focused on positive youth development and educational success. Candidates should possess the desired qualities:

- Track record of strong teamwork skills and the ability to coordinate with diverse constituencies – e.g. other staff, volunteers and donor
- Excellent communication / interpersonal skills (including writing and public speaking) and ability to effectively engage and build relationships with volunteers
- Sound organizational, analytical, logistics and people management skills: must be able to effectively problem-solve, multi-task, prioritize and manage time in a fast-paced, dynamic environment
- Flexibility and patience— ability to adapt to changes in the work environment, changes in volunteer corps, and unexpected events as well as peak- time demands from a schedule and sustained commitment standpoint
- Attitude— has a positive attitude; treats all volunteers, staff, donors, and recipients with respect and consideration; role-modeling community and reflecting the mission of the organization
- Dependability— demonstrates strong accountability; responds to management direction; completes tasks on time; takes responsibility for own actions
- Skills to successfully lead in-service activities and trainings for staff; communicate effectively with students, parents, and staff
- Deep knowledge of and experience in: student engagement, research based instructional practices, differentiated instruction, and assessment driven instruction that result in student achievement

Candidates with prior experience in an urban school district with a large racially and economically diverse population 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 leadership of the Executive Director of School Engagement, the School Engagement Specialist will provide support to the Office of School Engagement in the implementation of programs and strategies to engage students in achieving success academically, socially, and emotionally.

Major functions include researching other My Brother's Keeper (MBK) alliances from around the country to develop a baselines of best practices with the goal of becoming a nationally recognized MBK site. Communicate research finding and develop recommendations on implementation strategies to various stakeholders and create and launch a comprehensive social media outreach and marketing program for the Poughkeepsie City School District using the information collected to increase awareness and utilization of opportunities both locally and nationally.

RESPONSIBILITIES:

- Assist in the development of an annual strategic plan and learning outcomes for the Office of School Engagement.
- Demonstrate and implement knowledge of best practices for high quality service delivery for all students.
- Assist with the completion of an annual program review and use results to improve student recruitment, retention and school wide attendance.
- Support the coordination of program development including planning, marketing, facilitating events, contracts, risk management, and assessment.
- Assist in the coordination of collaborative events between MBK, various programs/departments.
- Manage and facilitate inquiries from new and existing partners, vendors, and Communities; engage community based programs to understand best practices and opportunities for improvement; coordinate and moderate Community convening.
- Work with building based teams in identifying students to engage in Office of School Engagement programming (including but not limited to MBK, Marist Upward Bound, Marist Liberty Partnership, VAST, etc.) and identify opportunities for the development of new programs.
- Assist in planning and execute virtual workshops for mayors, their teams and partners to provide educational tools and analysis on the spectrum of policing and public safety options, alternative public safety models, and community-centered review processes
- Monitor electronic academic progress reports, provide appropriate feedback, guidance and timely intervention for those students who are academically at risk with appropriate administrators.
- Serve on school/agency committees/task forces when available.
- Create and manage internal and external timelines, stakeholders, and key deliverables
- Support the coordination outreach and recruitment initiatives.
- Assist in all areas of recruitment, academic advisement, academic and post-secondary pathways.

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: September 3, 2021

**SEND LETTER OF INTEREST
& RESUME TO:**

hroffice@poughkeepsieschools.org

Poughkeepsie City School District

Human Resources

18 South Perry St.

Poughkeepsie, New York 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.