

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

INTERNAL

REVISED

**RECRUITMENT BULLETIN #22-23-30
August, 2022**

**SITE COORDINATOR FOR SAT & PSAT TESTING
POUGHKEEPSIE HIGH 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:

**SITE COORDINATOR FOR SAT, PSAT TESTING
POUGHKEEPSIE HIGH SCHOOL**

SAT Dates

- October 1, 2022
- December 3, 2022
- March 11, 2023

PSAT Date (Gr. 10 only)

- March 24, 2023

QUALIFICATIONS:

NYS Certification
*PPSAA Member

APPLICATION

A letter of interest is required for consideration of appointment

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.

To facilitate the distribution and administration of the SAT/PSAT Examinations.

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(S): September 8, 2022 - June 2023 (plus specific dates listed above)
not to exceed 40 hours

SALARY: PPSAA Rate - Active PPSAA Members

FINAL DATE FOR FILING: August 16, 2022

SEND LETTER AND RESUMÉ TO : Psimpson@poughkeepsieschools.org
Dr. Phee Simpson, Principal
Poughkeepsie High School
mgilroy@poughkeepsieschools.org
cc: fbouffard@poughkeepsieschools.org

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.