

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-46

SITE SUPERVISOR SATURDAY MORNING LIGHTS

September 2022

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:

SATURDAY MORNING LIGHTS ADMINISTRATOR

QUALIFICATIONS:

NYS School Building Leader and/or School District Leader Certification

Candidates must complete a resumé and submit a letter of interest 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.

The Saturday Morning Lights Program is an interactive, project-based learning experience for students and families in grades PreK-12.

Responsibilities include: Under the direction of the Community School Saturday Morning Lights Program Coordinator,

- Review weekly lesson plans and ensure alignment with school day programming and identified student needs
- Coordinate and oversee space and other logistics (snack, extended use, security, etc.)
- Establish effective attendance tracking procedures
- Establish site binders to store all registration forms, attendance data, lesson plans, and other required forms
- Develop and distribute a contact list for all participants to be utilized when emergency notifications need to be made
- Display prominently in the main lobby area all morning program information including room assignments and names of the instructional staff
- Meet regularly with building and staff to assess the success of the program; if applicable
- Share discipline protocols and emergency procedures with all staff
- Conduct fire drills and practice other emergency procedures
- Handle all components of Student Discipline

- Provide direct, active supervision, coaching, and monitoring of staff and volunteers during Saturday Morning Lights
- Complete at least 1 FILW daily using the google form
- Serve as a liaison between the school staff, students, parents, and community partners
- Implement staff sign-in procedure to ensure accurate staff attendance
- Establish and maintain mechanisms for appropriate documentation and record keeping for all programs; manage the attendance tracking database; and analyze before-school data to make necessary improvements to programs
- Help recruit and retain students as well as promote the program as needed
- Take attendance daily and manage all student transitions
- Coordinate and collect data for the Annual Performance Report (APR)
- Evaluate all program Staff using PCSD forms & protocols.
- Manage any and all materials pertaining to the Morning lights programs.
- Ensure safety of all staff, students, families and community members during the program, and follow all safety protocols and procedures
- Coordinate the meals and distribution to students
- Serve as liaison to parents and community members
- Manage custodial operations

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 8 - June 17 (a total of 25 weeks)
Saturdays for 2 hours, 8:45am - 10:45am

SALARY: As per the PPSAA Contract

FINAL DATE FOR FILING: September 28, 2022

Send letter of Interest to : Janet Bisti, Director of Elementary Education

jbisti@poughkeepsieschools.org

CC: Shpresa Toplanaj, stoplanaj@poughkeepsieschools.org

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