

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

INTERNAL

**RECRUITMENT BULLETIN # 22-23-155
JANUARY 2023**

**SPRING SPORTS FACULTY MANAGER FOR ATHLETICS
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:

**SPRING SPORTS FACULTY MANAGER FOR ATHLETICS
POUGHKEEPSIE CITY SCHOOL DISTRICT**

APPLICATION:

Please apply using a resumé and a letter of interest for consideration of appointment

QUALIFICATIONS:

NYS Teaching Certification required
First Aid and CPR Training
AED Training (Automatic External Defibrillator)

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.

GENERAL FUNCTION:

The faculty manager for athletics helps coordinate academic assistance programs designed to receive appropriate and timely educational assistance. The position holder manages and prioritizes according to the requirements of Faculty plans and operational needs of the Athletic Department.

ESSENTIAL DUTIES:

1. Provides direct assistance to student-athletes by enforcing academic policies and procedures unique to the Poughkeepsie City School District. To assist student-athletes by guiding them in decision making and how to accept responsibility for their decisions and academic progress.

2. Monitors and helps ensure that all student-athletes maintain satisfactory progress toward their diploma and assist with monitoring academic eligibility to compete in athletic events.
3. Assists faculty and enforces attendance policies established by the Poughkeepsie City School District by monitoring each student-athlete's academic progress during the semester, contacting and assisting student-athletes who have been reported by faculty for excessive absences, providing follow-up information regarding excessive absences to faculty, and informing coaches of student-athletes academic performance.
4. Contributes to a work environment that encourages knowledge of, respect for, and skills to engage with others or backgrounds.

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.

**FINAL DATE
FOR FILING:**

January 20, 2023 or Until Filled

SALARY:

In accordance with the PPSTA contract

SEND INTEREST TO:

Peter Bianco
Exec. Director of PE, Health Services, Athletics and Recreation
pbianco@poughkeepsieschools.org
cc: Jody Milholm
jmilholm@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.