

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

**RECRUITMENT BULLETIN # 21-22-338  
JUNE 2022**

**SUPERVISOR OF SECONDARY EDUCATION  
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:

**SUPERVISOR OF SECONDARY EDUCATION**

**APPLICATION**

Candidates must complete an application available to print through the Human Resources Tab  
[www.poughkeepsieschools.org](http://www.poughkeepsieschools.org)

**QUALIFICATIONS:**

Candidates must possess a Master's degree or higher in secondary education. Candidates should hold or be eligible for a New York State certification in administration (SDA or SDL), certification as a secondary classroom teacher or related subject, and seven years of successful classroom teaching experience. Candidates with instructional coaching experience and/or facilitating professional development preferred. Preferred candidates will also have 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 direction of the Director of Secondary Education, the Supervisor of Secondary Education will assist the Assistant Superintendent of Secondary Education and Director of Secondary Education with the formation and execution of overall strategy for Secondary Schools. This includes providing oversight and leadership for school and district administration. The Supervisor of Secondary Education ensures the District's secondary school objectives are aligned to state frameworks and to effective instructional practices that yields High-Quality Education, instructional excellence, teacher support, and community support in all subject areas.

## **RESPONSIBILITIES:**

The duties of the Supervisor of Secondary Education include, but are not exclusively limited to the following:

### **Instructional Leadership**

1. Working with the Assistant Superintendent and Director to achieve District and School goals
2. Technology integration into the grade 6-12 curriculum;
3. Collaborating with the Division of Instruction in curriculum studies, articulation, and mapping to support curriculum development and dissemination;
4. Coordinating with all stakeholders to determine secondary district professional development needs, and provide content expertise to grades 6-12 teacher's development by providing training, mentoring, and coaching in the areas of curriculum, instruction, and assessment;
5. Leading and participating in annual new teacher orientation and collaborate with secondary principals to provide ongoing new teacher training throughout the school year;
6. In conjunction with principals, lead, plan and conduct Community of Practice (COP) and/or grade level meetings that facilitate program design, development, implementation, articulation, maintenance and evaluation as needed;
7. Tracking student progress and ensuring each student's instructional needs are being met;
8. Modeling exemplary Instructional teaching practices;
9. Identifying, supporting and implementing secondary curriculum;
10. Review, identifying, supporting, and implementing state standards in all subject areas;
11. Reviewing, identifying and supporting the Division of Instruction in evaluating building academic needs and address gaps;
12. Mentoring probationary teachers with curriculum planning, assessments and classroom environment;
13. Supporting and collaborating with Division of Instruction/building principals on Teacher Improvement Plans; and
14. Supporting the Assistant Superintendent of Secondary Education as needed
15. Leading the annual Aspiring Leadership Academy Cohort through the program for the school year by facilitating all meetings, events, and presentations including the end of year Capstone presentation.

### **Professional Development**

1. Designing and delivering professional development and conducting classroom observations to promote teacher growth and program effectiveness;
2. Continuing one's own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities;
3. Remaining up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences; and
4. Representing the District at relevant local Dutchess BOCES and NYSED meetings.

**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 scheduled where appropriate.

The Poughkeepsie City School District is an Equal Opportunity/Affirmative Action Employer.

**SALARY:** Competitive salary based on experience and benefits

**EFFECTIVE DATE:** June, 2022

**APPLICATION DEADLINE:** Open Until Filled

**SEND ALL INTEREST TO:** <https://olasjobs.org/>  
[hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)  
Dr. Timothy Wade  
Assistant Superintendent of Administrative Services  
18 South Perry Street  
Poughkeepsie, New York 12601  
cc: [cgallo@poughkeepsieschools.org](mailto:cgallo@poughkeepsieschools.org)  
Dr. Charles Gallo  
Assistant Superintendent of Secondary Education

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.