

**BOARD OF EDUCATION  
DEPARTMENT OF HUMAN RESOURCES  
18 SOUTH PERRY STREET  
POUGHKEEPSIE, NEW YORK 12603**

**RECRUITMENT BULLETIN # 21-22-04  
JULY 2021**

**SUPERVISOR OF COMMUNITY SCHOOL PROGRAMS**

**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 COMMUNITY SCHOOL PROGRAMS**

**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 District Administrator (SDA), or School District Leader (SDL) certificate by the time of appointment. Candidates must have a minimum of four (4) years of experience in K-12 education. Candidates with prior administrative 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 Executive Director of Community Schools, the Supervisor of Community School Programs will lead the development, monitoring and implementation of Poughkeepsie City School District Community Schools programming and activities. Ensure that school and community stakeholders (i.e. students, parents, community entities, business partners, elected officials, and school staff) are collaboratively working together to increase student success.

**RESPONSIBILITIES:**

The duties of the Supervisor of Community School Programs include, but are not exclusively limited to the following:

- Establishes linkages with local businesses, colleges, county, city and community-based resources. Develops, maintains and nurtures relationships with school administration and staff, parents, family members, neighborhood residents
- Collaborate with key stakeholders (students, families, school staff and community members) to develop a community school programming
- Develop and lead a Community School Team of stakeholders to implement the plan and monitor progress
- Assisting in the implementation of a robust community school parent and community engagement action plan
- Communicate and build relationships with community partners, key-stakeholders, and volunteers

- Form partnerships with community agencies aligned with school goals, and bring services into the school (i.e. health, mental health, dental, afterschool, GED, arts etc.) for students and parents
- Provide oversight and coordination of programming during the school day and extended day hours for students, families and the community
- Track program activity and progress and use data and evaluation to strengthen the program
- Recruits and coordinates the activities of organizations, colleges and businesses willing to offer programs and services at the school to meet the need of students, families, and community members
- Oversees communication between the schools and Community School partners
- Creates promotional materials for the community schools
- Performs administrative tasks for the day to day management and coordination of activities
- Develops, connects and implements programs that increase student outcomes
- Develops, connects and implements programs that increase parent/guardian engagement in the schools
- Supports the schools in implementing the following:
  - o Schedules of community partners at school site
  - o Designing and managing volunteer systems within the school
- Responsible for conducting a data analysis of student and family engagement outcomes
- Participates and coordinates training and professional development
- Manages the process of contracts, procurement of materials and requests for proposals
- Performs other duties as assigned by Superintendent of Schools

**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:** Commensurate with Experience

**EFFECTIVE DATE:** As soon as possible after offer of employment

**APPLICATION**

**DEADLINE:** Open until filled

**SEND LETTER**

**OF INTEREST**

**AND RESUME:** [hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)



or

Dr. Timothy Wade  
 Assistant Superintendent of Administrative Services  
 Poughkeepsie City School District  
 Department of 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.