BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 South Perry Street
POUGHKEEPSIE, NEW YORK 12603

RECRUITMENT BULLETIN # 20-21-100
*UPDATED JANUARY 2021

SUPERVISOR OF SECONDARY EDUCATION

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 through the Human Resources Tab
www.poughkeepsieschools.org

QUALIFICATIONS:
Candidates must possess a Master’s degree or higher in Secondary Education (any subject area). 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 Assistant Superintendent of Secondary Education, the Supervisor of Secondary Education will assist the Assistant Superintendent 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 a 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 to achieve District and School goals
2. Technology integration into the 6-12 curriculum;
3. Collaborating with Assistant Superintendent in curriculum studies, articulation, and mapping to support curriculum development and dissemination;
4. Collaborating with the curriculum committee in the preview, evaluation, recommendation and adoption process for educational materials that support Secondary classroom instruction;
5. Coordinating with all stakeholders to determine 6-12 district professional development needs, and provide content expertise and leadership in 6-12 staff development by furnishing training, mentoring, and coaching in the areas of curriculum, instruction, and assessment;
6. Leading and participating in annual new teacher orientation and collaborate with Secondary principals to provide ongoing new teacher training throughout the school year;
7. In collaboration with principals, support teachers in utilizing formative assessment to drive instruction, and obtain feedback about data driven instructional approaches and student achievement;
8. Collaborating with school media specialists (librarians) in overseeing content-area collections in the school media centers to assure a coherent collection of 6-12 resources for students and teachers;
9. Providing budgetary input regarding Secondary instructional needs;
10. In conjunction with principals, plan and conduct grade level meetings that facilitate program design, development, implementation, articulation, maintenance and evaluation as needed;
11. Where appropriate, collaborate with principals and faculty to participate in the screening, interviewing recommending, and hiring process;
12. Coordinating and supervising summer enrichment programming for students who are eligible for services;
13. Supporting in the supervision and evaluation of staff in the content areas assigned;
14. 6-12 staff development in content areas as assigned;
15. 6-12 program assessment in content areas as assigned; and
16. Tracking student progress and ensuring each student’s instructional needs are being met.

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. Staying 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.

School and Community Relations

1. Promoting on-going, two-way communications with students, school personnel, parents and others to enhance the educational program and the school district;
2. Participating in related administrative and curriculum meetings for administrators, supervisors, and department chairs;
3. Participating in relevant administrative meetings conducted by the Superintendent and Assistant Superintendent.

**Other**

a. Perform other related duties as may be assigned by the Superintendent or Assistant Superintendent.

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

**APPLICATION DEADLINE:**
Open Until Filled

**SEND RESUME & LETTER OF INTEREST:**
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry
Poughkeepsie, New York 12603
cc:hroffice@poughkeepsieschools.org

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel file.

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.