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

RECRUITMENT BULLETIN # 20-21-169
APRIL 2021

RE-POST
SUPERVISOR OF STUDENT SUPPORT SERVICES

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 Student Support Services

APPLICATION
Candidates must complete an application available through the Human Resources Tab
www.poughkeepsiesschools.org

QUALIFICATIONS:
Candidates must hold a Master’s degree, and a New York State School District Administrator (SDA), New York State School Supervisor (SAS), or School District Leader (SDL). The candidate must demonstrate knowledge of New York State Laws §3214, 3204, 3202, 3205, 3209, 3210,3215,3216, New York State Uniform Rules for the Family Court (Part 205), Uniform Rules For The City Courts Outside The City Of New York (Part 206), and FERPA. Candidates must have three years of approved and appropriate experience in a pupil personnel services tenure area. Candidates with experience in school counseling, school psychology, social work, and special education are highly 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 School Engagement, the Supervisor of Student Support Services will assist the Executive Director with the execution of overall strategy for student support services. This includes providing oversight and leadership over student support staff and for school and serving as a liaison to community partners and universities and colleges. The Supervisor of Student Support Services ensures the District’s student support services are aligned to state frameworks and to effective social emotional learning instructional practices that yields high-quality services to students and families.

RESPONSIBILITIES:
The duties of the Supervisor of Student Support Services include, but are not exclusively limited to the following:

- Assisting in the development, coordination and administration of student support programs designed to address the needs of the district’s neediest children and parents.
- Executing the district’s Student Success Plan.
developing short and long term goals and initiatives associated with the plan.
• managing grants and grant deliverables and goals.
• supervising student support staff members.
• providing training to student support staff members (i.e. school counselors, attendance school caseworkers, graduation coaches/school caseworkers,), school staff and administrators, parents, students, and community based organizations.
• serving as liaison with the following district partners to increase student success rates; children’s cabinet, city of poughkeepsie personnel and mayor’s office, dutchess county family court personnel, dutchess county department of social services staff, family services, etc.
• data gathering, validating, analyzing, and dissemination.
• community presentations
• serving as a support and consultant to schools in support of addressing student social, emotional, and wellness needs.
• conducting attendance administrative hearings
• other duties deemed necessary by the executive director of school engagement for the successful operation of the department.

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 Street
Poughkeepsie, New York 12601
hroffice@poughkeepsieschools.org

internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. they are also welcome to submit any additional documentation to support their candidacy.

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.