

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

**RECRUITMENT BULLETIN 21-22-340  
JUNE 2022**

**CERTIFIED TEACHING ASSISTANT(S)  
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:

**CERTIFIED TEACHING ASSISTANT(S)  
POUGHKEEPSIE CITY SCHOOL DISTRICT**

**APPLICATION**

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

**QUALIFICATIONS:**

New York State Teaching Assistant Certification required

**JOB SUMMARY:**

A Teaching Assistant is responsible for assisting the classroom teacher with providing instruction, managing the classroom environment, and promoting student learning in the absence of the regular classroom teaching assistant. Teacher assistants must assist with maintaining classroom control and discipline. In some cases Teacher Assistants may be required to complete a daily report or evaluation to communicate any pertinent information resulting from the day's events. Teacher Assistants must have teaching capabilities and able to follow oral and written directions. Establishing effective working relationships with staff and students is very important

**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.

Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups. Enforce school and class rules to help teach students proper behavior. Help teachers with recordkeeping, such as tracking attendance and calculating grades. Help teachers prepare for lessons by getting materials ready or setting up equipment, such as computers. Help

supervise students in class, between classes, during lunch and recess, and on field trips. Duties may be conducted in work-related community settings and/or occasionally performed on study trips away from the school. Monitoring instructional programs. Maintains an effective, safe learning environment for all staff and students. Keeps the superintendent informed of the school's problems, if any to report. Maintains high standards of student conduct and maintains student discipline.

**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.

**SALARY:** In accordance with the ParaProfessional contract

**FINAL DATE FOR FILING:** Open until filled

**SEND ALL INTEREST TO:** <https://olasjobs.org>  
[hroffice@poughkeepsieschools.org](mailto:hroffice@poughkeepsieschools.org)  
Dr. Timothy Wade  
Asst. Superintendent of Admin Services  
18 South Perry St.  
Poughkeepsie, NY 12601

\*May apply through OLAS.

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.