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

RECRUITMENT BULLETIN # 20-21-180
FEBRUARY 2021

(TOSA) COORDINATOR OF ENL
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:

TEACHER ON SPECIAL ASSIGNMENT (TOSA)
COORDINATOR OF ENGLISH AS A NEW LANGUAGE SERVICES

APPLICATION
Candidates must complete an application available to print through the Human Resources Tab at www.poughkeepsieschools.org

QUALIFICATIONS:
New York State Certified in the tenure area for which they are applying to teach.

JOB SUMMARY:
The job of Coordinator - English Language Development Services was established for the purpose/s of coordinating district wide activities, disseminating and receiving information related to English Language Development; planning and implementing activities and/or special events; addressing operational issues related to their role as a coordinator of English Language Development activities at each school site; providing recommendations of expenditures for activities, equipment, and supplies that enhance the school programs; and serving as a resource to respective school staff, providing support and guidance based on their subject area knowledge and experience. Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating program goals; organizing and communicating information and concepts; and overseeing financial transactions. Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: community support organizations and public relations; equipment used in activity/program; knowledge of curriculum, instruction, and subjects of teaching assignments; pertinent laws, codes, policies, and/or regulations; and relevant professional standards and practices.

Responsible include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job’s functions. There is some opportunity to affect the organization’s services.
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.

- Assists school administrators for the purpose of supporting them in meeting the needs of English Language Learners.

- Conducts meetings with staff for the purpose of coordinating districtwide activities including disseminating and receiving information, planning and implementing activities/events, addressing operational issues, etc.

- Confers with staff as may be appropriate regarding instructional techniques, organization of practices, etc. for the purpose of providing guidance and mentoring.

- Coordinates a variety of administrative activities (e.g. screening, interviewing, recommending, and/or orienting program staff; etc.) for the purpose of ensuring a positive learning environment and the efficient use of resources within the specified program area.

- Identifies program needs (e.g. instructional materials and equipment, etc.) for the purpose of providing input to school administration that will enhance the ELD program.

- Monitors District and Site level advisory committees for the purpose of ensuring compliance and obtaining input to maximize program effectiveness.

- Monitors inventory of instructional materials, equipment and supplies for the purpose of identifying required items to provide instruction in accordance with established curriculum

- Participates in meetings, workshops, training, and seminars (e.g. site management team, specialized staff, district curriculum, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a variety of reports and written materials (e.g. District ELD plan, benchmark objectives, supply orders, equipment inventory, etc.) for the purpose of documenting activities and ensuring compliance with established guidelines.

- Recommends budget expenditures for the purpose of addressing curricular, equipment and supply needs required to implement the instructional program.

- Researches new material and recommends pilot projects for the purpose of providing the most effective program for the students.

- Responds to inquiries from school personnel for the purpose of providing information, assistance and/or direction related to the grade level or special area activities.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

*The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger
dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**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:** To be determined based on experience.

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

SEND LETTER OF INTEREST, RESUME, ALL COLLEGE TRANSCRIPTS, COPY OF CERTIFICATIONS, AND 3 LETTERS OF REFERENCE TO:

Dr. Timothy Wade  
Assistant Superintendent for Administrative Services  
18 South Perry St.  
Poughkeepsie, NY 12601  
c:hrofficepoughkeepsieschools.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.