

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-78

TEACHING ASSISTANT  
EXTENDED LEARNING TIME PROGRAM

September 2022

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:

**(1) TEACHING ASSISTANT FOR EACH BUILDING  
EXTENDED LEARNING PROGRAM - Sessions 1 & 2**

- MORSE
- CLINTON
- WARRING
- KRIEGER

QUALIFICATIONS:

Teaching Assistant certification required

APPLICATION

Candidates must complete a resumé and a letter of interest for consideration of appointment

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.

The Extended Learning Time Program offers students project-based enrichment activities that both develop students' core knowledge and skills to deepen academic growth while also supporting students' creativity, building collaboration and problem-solving skills, and developing social-emotional skills.

The ELT program serves grades 1-5 and runs weekly, Tuesday-Thursday for 2 hours and 15 minutes with time for snack, homework help, and two PBL courses. **TAs applying to the ELT teaching position are committing to the program three days per week for 16 weeks.** An opportunity to apply for sessions 3 and 4 will be offered in December 2022.

Session 1 Dates: Oct. 4 - Dec. 1 (including 1 week of prep)

Session 2 Dates: Dec. 6 - Jan. 26

The role of the Teaching Assistant is provide support to Teachers and Administrator in the Extended Learning Program

Responsibilities include:

- Assist in designing lessons and providing core academic instruction utilizing various instructional delivery methods and strategies such as technology assisted instruction, individualized and small group activities.
- Assist in utilizing grade level appropriate, research-based curriculum techniques to ensure student progress.
- Assist in establishing a well-organized, attractive and relaxed classroom atmosphere in a print rich environment.
- Provide assistance and supervision during snack, transitions, and dismissal

**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.

**EFFECTIVE DATE: October 4, 2022**

16 weeks for 2.5 hours, 3 days per week

**SALARY:** As per contract

**FINAL DATE FOR FILING: September 30, 2022 or Until Filled**

**Send letter of Interest to : Building Principal**

Ms. Samantha Velez-Mitchell, Principal of Morse School

[smitchell@poughkeepsieschools.org](mailto:smitchell@poughkeepsieschools.org)

Dr. David Scott, Principal of Clinton School

[dscott@poughkeepsieschools.org](mailto:dscott@poughkeepsieschools.org)

Ms. Nicole Penn, Principal of Warring School

[npenn@poughkeepsieschools.org](mailto:npenn@poughkeepsieschools.org)

Ms. Starla Ciarelli, Principal of Krieger School

[sciarelli@poughkeepsieschools.org](mailto:sciarelli@poughkeepsieschools.org)

**CC: Janet Bisti, Director of Elementary Education**

[jbisti@poughkeepsieschools.org](mailto:jbisti@poughkeepsieschools.org)

**CC: Shpresa Toplanaj, [stoplanaj@poughkeepsieschools.org](mailto:stoplanaj@poughkeepsieschools.org)**

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.