

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

INTERNAL

RECRUITMENT BULLETIN # 22-23-86

TEACHING ASSISTANT ELT PROGRAM - PMS

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 – EXTENDED LEARNING TIME PROGRAM
POUGHKEEPSIE MIDDLE SCHOOL**

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 role of the Teaching Assistant is to 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

EFFECTIVE DATE: October 11, 2022

CONDITIONS:

The ELT program serves grades 6-8 and runs weekly, Tuesday-Thursday 3pm-5pm [2hrs].

26 weeks for 2 hours, 3 days per week

156 hrs. max per person

SALARY: As per contract

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

Send letter of Interest to: Kelleyann Royce Giron, Principal of PMS

kroyce@poughkeepsieschools.org

Mariya Pushkantser -Director of Secondary Education

mpushkantser@poughkeepsieschools.org

CC: Fran Bouffard, fbouffard@poughkeepsieschools.org

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