

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

**INTERNAL**

**RECRUITMENT BULLETIN # 21-22-06  
JULY 2021**

**(1)TEACHING ASSISTANT  
PARENT EMPOWERMENT CENTER 2-PMS**

**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 - PARENT EMPOWERMENT CENTER 2  
POUGHKEEPSIE MIDDLE SCHOOL**

**APPLICATION**

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

**QUALIFICATIONS:**

Candidates must possess a New York State Teaching Assistant Certification.

**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 be 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. Duties may be conducted in work-related community settings. Providing assistance in the development of instructional materials and aiding pupils to use available resources; Utilizing their

own special skills and abilities in such areas as foreign languages, arts, crafts, music, and similar subjects; monitoring instructional programs. Maintains an effective, safe learning environment for all staff and students. Keeps the Administrator/Director informed of any problems, if any to report. Maintains high standards of student conduct and maintains student discipline. Other duties as assigned.


**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:** July 14, 2021

**SEND LETTER OF INTEREST TO:**



[ncherry@poughkeepsieschools.org](mailto:ncherry@poughkeepsieschools.org)  
Ms. Natasha Cherry  
Executive Director of Community Schools  
18 South Perry St.  
Poughkeepsie, NY 12601

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.