

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

**RECRUITMENT BULLETIN # 20-21-190
FEBRUARY 2021**

**ANTICIPATED TEACHING ASSISTANTS
(DISTRICT WIDE)**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**ANTICIPATED TEACHING ASSISTANTS
(DISTRICT WIDE)**

APPLICATION

Candidates must complete an application available to print through the Human Resources Tab at 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. 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 program. Maintains an effective, safe learning environment for all staff and students. 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: Continuous until filled



SEND LETTER OF INTEREST OR RESUME TO: Dr. Timothy Wade
Assistant Superintendent of Administrative Services
18 South Perry St.
Poughkeepsie, NY 12603

cc: hroffice@poughkeepsieschools.org

Internal applicants may apply with only a letter of interest including permission for the screening committee coordinator to review their personnel files. They are also welcome to submit any additional documentation to support their candidacy. 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.