

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

INTERNAL

**RECRUITMENT BULLETIN # 22-23-185
JANUARY 2023**

**ADVISOR- VASSAR SCIENCE SCHOLARS PROGRAM
POUGHKEEPSIE HIGH SCHOOL**

NOTICE OF POSITION

POSITION:

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

**ADVISOR FOR THE VASSAR SCIENCE SCHOLARS PROGRAM
POUGHKEEPSIE HIGH SCHOOL**

QUALIFICATIONS:

Tenured PPSTA Member / STEM Teacher

APPLICATION

A letter of interest is required 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.

Advisor Duties: Coordinate with Vassar personnel involved with the VSSP which includes and may not be limited to:

- Organize initial meeting with Vassar point personnel to identify a mutually agreeable timeline for program.
- Identify/Discuss topics of interest for PHS students.
- Provide frequent communication to follow up on professors, topics, and presentation dates and location.
- Notify science teachers of program availability and details.
- Secure ample number of students to participate and engage in the program.
- Follow up with faculty to ensure student participation.
- Meet with students individually and as a group as needed to determine levels of understanding and interest.
- Create and distribute informational sheets/brochures highlighting intended outcomes.
- Distribute, collect, and secure parent/guardian permission slips.
- Provide weekly communication with students to inform them of program location and topic.
- Secure transportation and troubleshoot transportation issues when necessary.
- Solicit and coordinate PHS science faculty to chaperone Saturday sessions with students.
- Coordinate program closing dinner at Vassar Alumni House.

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(S): September 8, 2022 - June 30, 2023

SALARY: PPSTA Point Position Rate

FINAL DATE FOR FILING: January 31, 2023

SEND LETTER AND RESUMÉ TO:

Psimpson@poughkeepsieschools.org
Dr. Phee Simpson,
Principal, Poughkeepsie High School
cc: Mgilroy@poughkeepsieschools.org
cc: fbouffard@poughkeepsieschools.org

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