

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

INTERNAL

***UPDATED**

RECRUITMENT BULLETIN # 21-22-300

**ANTICIPATED SCHOOL CLERICAL SUPPORT
STAFF SUMMER**

MAY 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:

ONE (1) CLERICAL SUPPORT STAFF SUMMER PROGRAM (6-12 @ PHS)

QUALIFICATIONS:

As in accordance with Civil Service.

Employed by PCSD.

Prior experience working in summer school for high school preferred

APPLICATION

Candidates must complete 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 the opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and 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 PCSD 6-12 Summer Program will provide targeted academic support for students who are "at-risk". The School Greeter is responsible for screening all students and visitors to the school during the Summer Program.

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: July 5, 2022 - August 12, 2022, and Regents exams August 16-17
Monday-Thursday, 9am - 1:00pm
Not to exceed 107 hours

SALARY: As per hourly clerical contract

FINAL DATE FOR FILING: *Open until filled

SEND ALL INTEREST TO: Mariya Pushkantser, Supervisor of Secondary Education
mpushkantser@poughkeepsieschools.org
CC Fran Bouffard fbouffard@poughkeepsieschools.org

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