



## **Peekskill City School District**

*Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.*

Office  
for  
Administrative Services

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499**  
**Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580**

# **PLEASE POST IN APPROPRIATE AREAS**

## **PERSONNEL BULLETIN #2021-073R**

### **ANTICIPATED VACANCIES**

**September 4, 2020**

- PROGRAM:** **My Brother Keepers Program 2020-2021**
- PRIMARY FUNCTION:** The Admin Grant Coordinator is expected to oversee the implementation of the grant with the project coordinator for 4-5 hours a week for the duration of the school year. The Admin Grant Coordinator will oversee mentor professional development, coordinate and communicate with partners, arrange for mentors with outside partners, meet quarterly with district administration for updates, and coordinate parent education programs throughout the year.(until August 31, 2021)
- POSITIONS:** Hillcrest Elementary School MBK Administrator Grant Coordinator (1)
- REQUIREMENTS:** Must have a valid NYS Administrative Certification
- REPORT TO:** Superintendent of Schools /  
Assistant Superintendent for Elementary/Secondary Education
- DATES:** September 2020- August 2021
- STIPEND:** \$4,000
- CLOSING DATE:** September 10, 2020

#### **INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume via e-mail to: [personnel@peekskillschools.org](mailto:personnel@peekskillschools.org)

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill School District does not discriminate on the basis of race, color, national origins, age, handicapping conditions or sex in its educational programs or employment.