SCHOOL SECRETARY VACANCY CIRCULAR

School Name: Automotive High School
District: 14
School Site: 50 BEDFORD AVENUE BROOKLYN, NY 11222
Send Cover Letter and Resume to: Mary Kenny at MKenny2@schools.nyc.gov
Subject to budget availability

** Interested internal candidates must apply by June 8th

POSITIONS
School Secretary

DESCRIPTION
Automotive High School (AHS), the oldest CTE School in NYC, offers students a dual course of study that prepares them for both post-secondary education and the workplace. Our motto, "experience teaches so that we may fly by our own wings", typifies our commitment to creating a learning environment that cultivates students' curiosity while offering them a variety of experiences both within our school community as well as in the greater community, that will help them become well-rounded members of the 21st century global marketplace.

Members of the AHS community envision our school as a home away from home for our students. Our home is a place where our students can navigate who they are as individuals, as thinkers, and as members of a nurturing community committed to supporting one another. Our three-pronged approach to developing the members of our community includes a strong socio-emotional component that is anchored in a rigorous, ever-evolving academic component, which is augmented by a host of extra-curricular activities geared at developing the individuality of each student

Our classrooms are not isolated islands because our teachers recognize the important role learning and inquiry play in the development of their practice. The journey of self-discovery embarked upon by our faculty serves as the model for how best to serve our students in their own journey of self-discovery. The road to self-discovery, which is punctuated by experiences within our classrooms and the greater community is characterized by inquiry based learning tasks that foster curiosity, independence, and imagination while supporting analysis, critical thinking, and accountable talk. Every member of our learning community is committed to the ongoing development of their mind, body, and spirit through a process of discovery and self-reflection.

A mandatory 5-day summer planning institute (July 13 - 17) and a highly-encouraged, optional week for per-session (July 20 - 24) will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program. Instructional extended learning time will be scheduled into the school day and compensated pro-rata as per collective bargaining. Additionally, the school will offer opportunities for teachers to participate in:

- After school and/or Saturday tutoring, clubs, enrichment, sports, arts, and family programs.
- In-house school committees and/or special programs.
- Daytime professional development such as inquiry work, inter-visitations, teacher common planning, and collaborative conversation.

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Advance notice of dates will be supplied, and those who participate will be compensated according to the terms of the UFT contract. Staff participation in these activities is voluntary, although strongly encouraged, as they are very important to the development of the school.

ELIGIBILITY REQUIREMENTS

Possession of regular New York City School Secretary License, with satisfactory ratings and attendance

DUTIES AND RESPONSIBILITIES

Because roles in small schools are varied and complex, serious consideration will be given to applicants who demonstrate in their resume and cover letter experience and/or willingness to commit to the school's mission and core beliefs and to become involved in these essential aspects:

- Performing School Secretary tasks in support of the learning community and focus of the school
- Assisting Principal with clerical tasks including but not limited to updating calendar, making appointments, sending and receiving correspondence
- Performing all functions of human services support, as they pertain to the role of school secretary, including payroll and employment processing
- Performing all functions of pupil enrollment services, including but not limited to registration, transfers, maintaining required documentation of all enrolled students
- Performing pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications
- Collaborating with school aides on office responsibilities
- Engaging and interacting with staff, families, students, and the school community in a positive and professional manner

SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness and ability to carry out the above duties and responsibilities, as well as:
- Efficient use of FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols
- Knowledge of and skills necessary to perform general office management tasks
- Ability to process school-wide payroll including maintaining C.A.R. and Per session
- Knowledge of office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook) and Google Applications
- Knowledge of, or disposition to learn, advanced skills in Microsoft Excel and accounting and inventory programs
- Knowledge to implement the appropriate procedures regarding student and employee records in keeping with DOE regulations
- Strong organizational skills to maintain payroll inventory records and familiarity with VATEA funding
- Disposition to learn new skills and participate in professional development activities
- Effective use of oral and written communication skills with colleagues, families, students, and the community
- Skills to work in a fast-paced, multifaceted school environment, including the ability to multi-task

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In addition to the cover letter, resume, and interview, applicants must present three references including, if possible, one from a current supervisor. Other references might include a colleague with whom the applicant has collaborated, and/or a professional organization or staff development representative.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement

APPEALS PROCESS

The decisions of the Staffing Committee shall be grievable and arbitrable using the same process and implemented in the same manner as the Expedited Arbitration Procedure For the SBO Transfer and Staffing Plan (including, but not limited to, Article 22E2 of the collective bargaining agreement covering teachers for 2000-2003 and the practices that were established by the parties).

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room1102, Brooklyn, New York 11201, or visit the OEO website at: http://schools.nyc.gov/Offices/GeneralCounsel/Investigative/OEO/default.htm