

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: P.S. 361

District: 30

School Site: 39-07 57th Street, Woodside, NY 11377

Send Cover Letter and Resume to: ps361q@gmail.com

POSITIONS

School Secretary

DESCRIPTION

The mission of P.S.361Q is to provide rigorous instruction that supports each individual child's strengths, interests, and needs. At our school, we recognize the unique gifts that each child brings to the community and believe that children learn best when they are motivated. We encourage our children to explore their curiosities, ask questions, work through real-life challenges, and collaborate with others to solve problems.

Through our work together, children will think critically, demonstrate effective problem solving skills, and communicate powerfully and compellingly with a wide-range of audiences. As a school community, we celebrate the unique gift in each child and support each child to become successful: academically, socially and emotionally in an environment of trust, safety and academic rigor that will prepare them for an ever changing global society.

We seek staff members who are passionate and committed in supporting the whole child. Maintaining a growth mind-set with a strong commitment for on-going learning is also crucial. Being that P.S. 361Q is a culturally diverse school, we also expect all our staff members to "recognize and appreciate cultural variance, actively tune in to culturally influenced learning patterns, and be able to look beyond cultural patterns to see individuals" and the gifts they bring to our school community. (Four Steps to Cultural Competence)

A 9-day summer planning institute will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program.

Because we believe that all staff members play an important role in the education of our students, the school will offer opportunities for secretaries to assist with or participate in activities like:

- After school and/or Saturday tutoring, enrichment, sports, arts, and family programs
- In-house school committees and/or special programs.

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

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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 such as 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 all members of the main office staff to serve the school community
- Engaging and interacting with staff, parents, students, and the school community in a positive manner

SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols.
- Ability to process school-wide payroll.
- Ability to maintain student records and schedules and coordinate all purchases of textbooks, equipment, and supplies.
- Ability and/or willingness to utilize office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook) and Google Apps
- Ability and/or willingness to learn advanced skills in Microsoft Excel and accounting and inventory programs.
- Ability to implement the appropriate procedures regarding student and employee records in keeping with DOE regulations.
- Knowledge of the DOE policies regarding student and employee records.
- Ability to effectively communicate orally and in writing with colleagues, parents, students, and the community.
- Ability to work in a fast-paced, multifaceted new school environment, including the ability to multi-task

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