

## SCHOOL SECRETARY VACANCY CIRCULAR

**School Name: PS 360**

**District: 29**

**School Site: 199-10 112 Ave, St. Albans, NY 11412**

**Send Cover Letter, Resume and Portfolio to: [ps360q@gmail.com](mailto:ps360q@gmail.com)**

### POSITIONS

School Secretary

### DESCRIPTION

PS 360 nurtures and challenges all students based on their individual student readiness. Through an individualistic approach, student scholars gain academic, social, and emotional skills required for personal and academic success. Student scholars engage in meaningful learning experiences, including literacy that is integrated with the arts, math, social studies, and science. Our school is training students for their continuing education by aligning to college and career readiness expectations.

All members of our school community work together collaboratively to ensure an atmosphere highly conducive to academic advancement, in order to prepare students for the 21<sup>st</sup> century and to provide a firm foundation for students to become thoughtful lifelong learners.

An 8-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 participate in the school community in a variety of ways:

- 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

### 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

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- Performing pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

- Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols.
- Ability to perform general office management tasks.
- Ability to process school-wide payroll.
- Ability to maintain student records and schedules and coordinate all purchases of textbooks, equipment, and supplies.
- Ability to work in a fast-paced, multifaceted new school environment, including the ability to multi-task
- Willingness to carry out the above duties and responsibilities

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