

HPCS SCHOOL SECRETARY VACANCY CIRCULAR

School Name: Highland Park Community School

District: 19

School Site: IS 171 Campus, 528 Ridgewood Avenue , Brooklyn, NY

Send Cover Letter, Resume and Portfolio to: hpcs760@gmail.com

POSITIONS

School Secretary

DESCRIPTION

Join a team out to transform “business-as-usual” education. Our mission is to cultivate bold-thinkers and leaders that create innovative solutions to solve problems locally and globally.

We believe students learn best when they are leading the work and that work has meaning. We are a project-based school and each year begins with a real community-focused project such as Fresh Food Access or Waterfront Preservation. These projects guide our instruction for the year and are the lens through which instruction is taught. Students are immediately able to see how they can be a resource for issues facing their local community and the world at large.

We achieve this by R.E.E.L. Communication; our Core Values are *Resilience, Empathy, Ethics, Leadership and Communication*.

We are seeking an extraordinary secretary who exemplifies our Core Values and is committed to going above and beyond to model these values in every aspect of their employment. As a small school community, employees will be called upon to work collaboratively with other disciplines and support multiple aspects of the school.

An 8-10 day summer planning institute will offer an essential opportunity for staff to be involved in developing the school’s culture and instructional program. Additionally, the school will offer opportunities for a secretary to participate in:

- After school and/or Saturday 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 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 such as updating calendar, making appointments, sending

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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 manner that exemplifies our Core Values of Resilience, Empathy, Ethics, Leadership and Communication.

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 to implement the appropriate procedures regarding student and employee records in keeping with DOE regulations.
- Strong organizational skills to maintain payroll, purchasing and inventory records.
- Knowledge of the DOE policies regarding student and employee records.
- Willingness to learn new skills and participate in professional development activities.
- 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. Secretary candidates should also submit a professional writing sample that reflects their ability to communicate effectively in writing. The writing sample might be a memo, letter, email, or other document created in the candidate's capacity as school secretary.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement