

## SCHOOL SECRETARY VACANCY CIRCULAR

**School Name:** The Urban Assembly School for Collaborative Healthcare

**District:** 19

**School Site:** Franklin K Lane Campus, 999 Jamaica Avenue, Brooklyn, NY 11208

**Send Cover Letter and Resume to:** jobs@uasch.org

### POSITIONS

School Secretary

### DESCRIPTION

The Urban Assembly School for Collaborative Healthcare puts students in the roles of healthcare professionals to develop the communication, collaboration, and problem-solving skills they will need to succeed after high school in college or career. By constantly applying what they learn in the classroom through healthcare themed cross-curricular project-based learning, students will develop the skills to pursue their goals and the character to serve their communities as healthcare ambassadors. The Urban Assembly School for Collaborative Healthcare invites school secretaries who are committed to being life long learners, and are dedicated, passionate, and driven to improve their practice to apply for the position of school secretary for the 2014-2015 school year. UASCH is ideal for a school secretary with the capacity to work in a fast-paced, multifaceted new school environment.

A 10-15-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 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 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

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- 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
- Strong organizational skills to maintain payroll, purchasing and inventory 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