

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: August Martin High School

District: 27

School Site: 156-10 Baisley Blvd, Jamaica, NY 11434

Send Cover Letter and Resume to: augustmartinstaffing@gmail.com by April 8, 2016

(Subject to Budget Availability)

POSITIONS

School Secretary

DESCRIPTION

August Martin High School's mission is to equip scholars with the academic, social and emotional skills required to be college and career ready including intellectual curiosity, personal responsibility and the confidence to succeed. August Martin High School believes that a student-centered inquiry based approach to learning provides scholars with an opportunity to engage in rigorous CCLS aligned academic coursework while unleashing a desire to learn.

An important aspect of August Martin High School will be the expanded learning time embedded in the school day which will provide scholars with an opportunity to work on their expository writing skills (WITsi) in various settings including an academic advisory program, as well as ELA and Math courses that are implemented utilizing the EngageNY CCLS-aligned curricula. Scholars will also be provided with multiple opportunities to engage in academic as well as social-emotional enrichment both within the expanded school day as well as in our after school academic enrichment program.

August Martin scholars are resilient and hungry to learn, however, their desire for the latter is sometimes hampered by negative academic experiences as well as social realities that contradict the lessons taught in school. August Martin High School scholars are historically known for their passion for community and the power of their collective voice. Named after the first black airline pilot in the United States, August Martin High School is committed to staying true to the strength and courage embedded in its historical roots. Our learning community is committed to supporting our scholars in achieving self-determination as well as academic success through our school's advisory, youth leadership programs (i.e. Martin Ambassadors) as well as through our strong social-emotional supports that are all founded in our core values and the mission of the school. Our community is committed to promoting academic excellence while cultivating the leader in all of our young men and women.

A mandatory 5-day (Mon thru Fri) summer planning institute will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program. The summer institute will take place August 1st – 5th to inform all school year daytime professional development such as inquiry work, inter-visitations, teacher common planning, and collaborative conversations.

Those who participate will be compensated according to the terms of the UFT contract.

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.
- Any other opportunities you'll have in your school that are outside of secretaries' contractual obligations within the scope of a secretary's responsibilities.

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 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:

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- 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
- Willingness to carry out the above duties and responsibilities

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 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.
- 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.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement

APPEALS PROCESS

For current DOE Internal Applicants Currently Serving at this School Only: All applicants will be notified, in writing, whether or not they have been selected by the Staffing Committee. Applicants who have not been selected shall be notified of how to appeal the Committee's decision, if they so choose. 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, Room 1102, Brooklyn, New York 11201, or visit the OEO website at: <http://schools.nyc.gov/Offices/GeneralCounsel/Investigative/OEO/default.htm>