

## SCHOOL SECRETARY VACANCY CIRCULAR

**School Name:** Fordham Leadership Academy for Business & Technology

**District:** 10X438

**School Site:** Theodore Roosevelt Campus, 500 E. Fordham Rd., Bronx, NY 10458

**Send Cover Letter and Resume to:** [fordhamleadershipstaffing@gmail.com](mailto:fordhamleadershipstaffing@gmail.com) by April 8, 2016  
(Subject to Budget Availability)

### POSITIONS

School Secretary

### DESCRIPTION

*“At Fordham Leadership Academy, we cater to the whole child by our unwavering commitment to develop future leaders that are prepared for the challenges of the 21st century via academic excellence and character development.”*

As part of this position, all faculty will attend a 5-day summer professional learning institute, August 29th - September 2nd, which will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program.

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, and student attendance
- 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 a willingness to carry out the above duties and responsibilities and will meet the following criteria:

- 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

## **SCHOOL SECRETARY VACANCY CIRCULAR**

- 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.

### **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>