

## SCHOOL SECRETARY VACANCY CIRCULAR

**School Name: Herbert H. Lehman High School (08X405)**

**District: 08**

**School Site: 3000 East Tremont Avenue, Bronx, NY 10461**

**Send Cover Letter and Resume to: [staffing@lehmanhs.com](mailto:staffing@lehmanhs.com) by April 8, 2016**

**(Subject to Budget Availability)**

### POSITIONS

School Secretary

### DESCRIPTION

The mission of Lehman High School is encapsulated in our five core values “PRIDE”: **Professionalism, Rigor, Inquiry, Development, Engagement**. Our aim is to develop students’ critical reading, writing, speaking and listening skills. These academic competencies, grounded in rigor, emphasize college and career readiness and more importantly, build cognitive, aesthetic, moral, psychosocial and developmental capacity in each of our students so that they are prepared to be the architects of their lives and contributors to their community. Our arts, technology and engineering tracks are dedicated to ensuring that our students are provided a myriad of opportunities to go beyond traditional core studies and partake in additional academic and artistic pursuits.

Our core values are rooted in academic complexity, collaboration, and social-emotional support systems. Taken together, they push our entire school community to enact our mission and speak collectively to what we do inside and outside of the classroom to help our students meet their individual academic and personal goals.

A mandatory 5-day summer planning institute from August 29, 2016 to September 2, 2016 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 teachers to participate in:

- After school and/or Saturday tutoring, enrichment, sports, arts, and family programs
- In-house school committees and/or special programs, other than mandated professional development and common planning time.

*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 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:

- Perform School Secretary tasks in support of the learning community and school vision.
- Assist administration with clerical tasks such as updating calendar, making appointments,

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sending and receiving correspondence.

- Perform all functions of human services support, as they pertain to the role of school secretary, including payroll and employment processing.
- Perform all functions of pupil enrollment services, including but not limited to registration, transfers, maintaining required documentation of all enrolled students
- Perform pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications
- Collaborate with all members of the main office staff to serve the school community
- Engage and interact with staff, parents, students, and the school community in a positive manner

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

- Ability to efficiently use FAMIS, Fastrack, ATS, EIS, Skedula, and other NYCDOE systems
- 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 learn to use office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook) and Google Apps
- Knowledge of and 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.
- 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, school secretary candidates may present supplemental materials which may include, but are not limited to, a professional portfolio of your activities and achievements.

### **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>