

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: John Adams High School

District: 27

School Site: 101-02 Rockaway Blvd., Ozone Park, New York 11417

Send Cover Letter and Resume to: staffing@johnadamsnyc.org by April 14, 2016

POSITIONS

School Secretary

DESCRIPTION

At John Adams High School we hold ourselves responsible for fostering and sustaining a school wide culture of lifelong learning, resulting in the skills and knowledge necessary for success in college and 21st century careers. In order to accomplish this we have instituted a series of initiatives with the combined goals of improving instruction and aligning it with the CCLS and Engage NY, promoting the learning both of students and adults, and fostering a culture of collaboration and engagement between students, parents, staff, and community. Among the most important of these initiatives are SAM, WITSI, and PBIS.

SAM (Scaffolded Apprenticeship Model) is a two year school improvement and leadership program, centering on use of inquiry cycle to identify learning gaps, followed by the creation of instructional and/or structural systems to close them. WITSI (Writing is Thinking and Strategic Inquiry) incorporates the cycle of inquiry to provide a scaffolded approach to developing student writing and critical thinking skills. The Positive Behavior Interventions and Supports (PBIS) program is based on the understanding that behavioral and academic concerns oftentimes are interrelated, and uses a two-pronged approach that addresses the needs of the whole student.

These programs operate in a broader setting of student selected, theme based Small Learning Communities (SLCs) and specialty programs such as Junior Air Force ROTC, the IB (International Baccalaureate) Program, College Now, Advanced Placement, extensive PSAL and extracurricular activities, and STEM and Fine Arts programs, among others. By combining the intimacy of a small school with the offerings of a large school, our students are supported academically, emotionally, and socially.

ELIGIBILITY REQUIREMENTS

Possession of a 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, Microsoft Applications, Google Applications, and other database 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, FastTrack, 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, Google Apps, and FileMaker Pro
- Ability and/or willingness to learn advanced skills in Microsoft Excel and accounting and inventory programs.
- Ability to implement the appropriate procedure 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 school environment, including the ability to multitask

In addition to the cover letter, resume, and interview, applicants must present three professional references. Reference might include one from a peer, with whom the applicant has collaborated, and/or a faculty development or professional organization.

Resumes may be sent to staffing@johnadamsnyc.org by April 14, 2016

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).

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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, Room1102, Brooklyn, New York 11201, or visit the OEO website at: <http://schools.nyc.gov/Offices/GeneralCounsel/Investigative/OEO/default.htm>