

## SCHOOL SECRETARY VACANCY CIRCULAR

**School Name:** P.S. 481

**District:** 11

**School Site:** P.S. 481, 1684 White Plains Road, Bronx, NY 10462

**Send Cover Letter and Resume to:** [ps481x@gmail.com](mailto:ps481x@gmail.com)

### POSITIONS

School Secretary

### DESCRIPTION

P.S. 481 will seek to create a nurturing, caring, and supportive environment that builds lasting partnerships with students, staff, parents, and community members to provide excellence in education. We believe all students can achieve, develop critical thinking skills and become independent learners. Our school's structure is focused on rigorous tasks, student centered classrooms, and differentiated tasks that utilize 21<sup>st</sup> century skills. P.S. 481's mission will be to build and sustain a strong and engaging team through ongoing and engaging collaboration through the learning process by setting instructional goals using data to further student outcomes as they grow into responsible co-owners of the learning process.

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 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

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- 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:

- Willingness to carry out the above duties and responsibilities
- 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