

## **SCHOOL SECRETARY VACANCY CIRCULAR**

**School Name:** EPIC -North

**District:** 27

**School Site:** 94-25 117<sup>th</sup> Street, South Richmond Hill, NY 11419

**Send Cover Letter and Resume to:** jobs@epicschoolsnyc.org (please include “EPIC-North” in email subject line)

### **POSITIONS**

School Secretary

### **DESCRIPTION**

EPIC High Schools, an outgrowth of the Expanded Success Initiative, comprehensively prepares students for academic, career and life success. Staff members at Epic High Schools will focus on culturally responsive education (instruction and assessments that respond to the history, culture, contexts and identities of students in addition to restorative practices that honor student voice), mastery and competency-based teaching and learning (teaching and learning focused on the skills students need to acquire with multiple opportunities to demonstrate achievement), personalized learning pathways (individual learning plans providing students access to content), and the creation of supportive communities, EPIC schools fully embody the qualities of a learning organization where all school staff members and students are supported and respectfully and positively collaborate to ensure the growth of all. EPIC graduates are skilled, self-aware, transformative leaders who have studied alongside innovative, caring, world-class teachers and staff.

EPIC staff members exhibit collaborative and reflective professional practice. They address, identify and respond to the total needs of students. They recognize the importance of social-emotional learning alongside the attainment of critical academic skills. They promote and reflect cross-cultural competency (the ability to work with a diversity of students and colleagues in ways that honor and leverage their unique and specific cultures); active problem solving; and the identification and use of effective and relevant resources. EPIC staff are committed to empowering and supporting their learners in safe, affirming, and communal environments where each individual's well-being matters. To this end, all staff members will work together to develop and implement strategies that best support students' social, emotional, academic and post-secondary needs.

In addition to taking part in intensive job-embedded collaborative professional development throughout the school-year, a 15-day summer planning institute will be essential for staff to be involved in the continual development of the school's culture and instructional program. 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 support and participate in activities such as:

- In-house school committees and/or other special programs.
- Summer Bridge.

*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 regular New York City School Secretary License, with satisfactory ratings and attendance

### **DUTIES AND RESPONSIBILITIES**

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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.
- Collaborating with all staff members to serve the school community.
- Engaging and interacting with staff, parents, students, and other member of the community.

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities.
- Ability to present/express and use student's culture, ethnicity, etc. as assets.
- Evidence of strong collaborative and reflective skills.
- Experience and/or willingness to work in an environment where restorative practices and restorative justice are drivers of school culture.
- Strong organizational skills to maintain payroll, purchasing and inventory 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.
- Ability or willingness to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols.
- Ability to implement the appropriate procedures regarding student and employee records in keeping with DOE regulations.

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