

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: M.S. 839

District: 15

School Site: Parkside Educational Complex, 713 Caton Avenue Brooklyn, NY

Send Cover Letter and Resume to: info@ms839.org

POSITIONS

School Secretary

DESCRIPTION

The mission of the M.S. 839 community is to develop young people who can think critically, communicate effectively, and collaborate with a spirit of curiosity and discovery. The core program at M.S. 839 prepares students academically through a rigorous interdisciplinary project based instructional model and supports students socially and emotionally through a comprehensive small group advisory program. We believe that all children benefit from broad exposure to the arts, music, world languages and technology; so student learning will be infused with these in-depth electives. M.S. 839 thrives from the unique diversity of our community, and we believe that by working together with our families to make thoughtful decisions we can provide an educational experience that readies our students for high school, the real world, and post-secondary education.

A 5-day summer planning institute will offer an essential opportunity for staff to be involved in developing 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 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.

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- 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 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.
- 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