



**NYC DEPARTMENT OF EDUCATION (NYCDOE)
Consultant to NYC High School Superintendent
(Please Note: This is a Paid Position)**

Description: All superintendents perform statutory duties for each school, including appointing principals in district schools, acting as rating officer for principals in the district, approving teacher tenure decisions, and approving school budgets. They also support communities by communicating with parent associations, liaising with Community Education Councils (CECs) and the Citywide Council of High Schools (CCHS), and supervising District and Borough Family Advocates. High School Superintendents supervise the principals of high schools and secondary schools in their district(s) across the boroughs.

Under supervision of the High School Superintendent, the consultant provides general office support through answering telephones, typing, managing calendars and related office work. The consultant also provides information, assistance, and appropriate referrals to the general public and district constituency.

Reports to: High School Superintendent (Staten Island)

Key Relationships: Works collaboratively with the NYCDOE Office of Superintendents, the Superintendent's Borough Family Advocate, Community Education Council staff, school principals, and other NYCDOE offices.

Responsibilities:

- Answers telephones in a professional manner, accurately records and conveys messages to the Superintendent.
- Schedules meetings using Microsoft Outlook.
- Operates the photocopier, fax, and other automated office equipment.
- Handles incoming and outgoing mail and email.
- Assists with maintaining files, minutes, records, and reports, ensuring alignment with established policy and procedures.
- Types memoranda, letters, correspondence, and documents.
- Greets and interacts with the public, directing visitors to the appropriate person or office.
- Organizes and maintains office supplies.
- Uses Microsoft Office to create, update, and monitor various databases that the office generates.
- Organizes and submits documentation for Superintendent purchases, orders, and reimbursements.
- Provides data entry and maintains multiple spreadsheets.

Qualification Requirements:

1. High school graduation or equivalent and three years of experience in office-centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.
3. If selected, must clear fingerprinting and background check.

Schedule: 35 hours per week, Monday-Friday, 8:30AM – 4:30PM with a long-term commitment

Preferred:

- Strong written and oral communication skills
- Ability to manage multiple projects at once, work under pressure, and meet frequent and changing deadlines
- High levels of personal responsibility, initiative, attention to detail, and motivation
- Flexible, optimistic approach, committed to overcoming obstacles; ability to work efficiently in a fast-paced, deadline-driven environment
- Proficiency with Microsoft Office applications including Outlook, Word, Excel, and PowerPoint
- Strong organizational skills and the ability to work as a team member

Application Directions: To apply, email your cover letter and resume to Sandra Lo at SLo4@schools.nyc.gov. Applications will be reviewed on a rolling basis until **March 30, 2014**. In your subject line, please state: "Consultant - Staten Island."