

THE NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 Court Street
Brooklyn, New York 11201

EXAMINATION ANNOUNCEMENT FOR LICENSES AS

1. **SCHOOL SECRETARY IN DAY SCHOOLS**
2. **BILINGUAL SCHOOL SECRETARY (ANY LANGUAGE SPECIALTY/SPECIALTIES) IN DAY SCHOOLS**

EXAMINATIONS FOR THESE LICENSES ARE OPEN TO PERSONS WHO WILL MEET THE PREPARATION AND EXPERIENCE REQUIREMENTS FOR CONDITIONAL LICENSURE BY NOVEMBER 23, 2009.

The Division of Human Resources (DHR) announces that open-qualifying examinations will be held for the above-listed licenses in accordance with the schedule below.

<u>OPENING</u>	Continuous	Continuous open filing of applications until the closing date.
<u>CLOSING</u>	NOVEMBER 23, 2009	Last day for filing applications. Applications must be received no later than the close of business on <u>Monday, NOVEMBER 23, 2009.</u>
<u>NOTICE</u>	To Be Announced	Date by which eligible applicants should receive notice of admission to the examination, including the date, time and place of the test.

AT THE TIME OF FILING, PROSPECTIVE APPLICANTS ARE REQUIRED TO ATTACH TO PAGE 4 OF THEIR APPLICATION(S) SATISFACTORY EVIDENCE OF THEIR PREPARATION AND EXPERIENCE FOR CONDITIONAL LICENSURE AS SET FORTH ON PAGE 2.

THE BURDEN OF PROOF IN ESTABLISHING ELIGIBILITY IS THE RESPONSIBILITY OF THE PROSPECTIVE APPLICANT. EXCEPT WHERE ADMITTED CONDITIONALLY, A PROSPECTIVE APPLICANT WHO IS DECLARED INELIGIBLE WILL BE SO NOTIFIED AND WILL NOT BE PERMITTED TO TAKE THE EXAMINATION. APPLICANTS WHO SUCCESSFULLY COMPLETE THE EXAMINATION, BUT WHO FAIL TO ESTABLISH ELIGIBILITY AS OF NOVEMBER 23, 2009 WILL BE CONSIDERED INELIGIBLE AND DENIED LICENSE.

FEE SCHEDULE

APPLICATION Applications for School Secretaries must be filed at the Department of Education, 65 Court Street, Room 403, Brooklyn, New York 11201. Please visit our website at: <http://schools.nyc.gov/TeachNYC/default.htm> to download the School Secretary application.

FINGERPRINTING A \$115 fee will be collected through an automatic payroll deduction for applicants who are fingerprinted by the New York City Department of Education. Current pedagogical employees will have the fee deducted from the next payroll. Fee deductions for newly hired employees hired for full-time positions will go into effect as soon as they have been placed on the full-time pedagogical payroll.
N.B. Applicants who were fingerprinted by the New York City Department of Education on or after July 1, 1990 need not be fingerprinted again. Those fingerprinted prior to July 1, 1990 must be fingerprinted and pay the fingerprint fee.

(See Other Side.)

SALARY

The basic salary range is \$32,988 to \$62,618 in sixteen salary steps. Once all parts of the examination process are successfully completed, applicants are eligible for a license and appointment to a full-time position. Please note, upon appointment it is the applicant's responsibility to request the commencement package, salary applications and informational booklet from the hiring district.

The Department of Education provides Social Security coverage, in addition to a pension and other benefits for its regular employees.

ELIGIBILITY REQUIREMENTS FOR LICENSE AS SCHOOL SECRETARY AND FOR LICENSE AS BILINGUAL SCHOOL SECRETARY (ANY LANGUAGE SPECIALTY/SPECIALTIES)**PREPARATION****1. PREPARATION REQUIRED FOR CONDITIONAL LICENSURE**

Applicants must present satisfactory evidence of graduation from a four-year high school or its equivalent by NOVEMBER 23, 2009.

and

2. EXPERIENCE REQUIRED FOR CONDITIONAL LICENSURE BY NOVEMBER 23, 2009

Either Option "A" or Option "B" as shown below.

a. Option "A"

- (1) Two years of approved office, clerical or secretarial work;
- or
- (2) One year of clerical or secretarial work as a regularly appointed civil service clerk or stenographer for the Department of Education;
- or
- (3) An equivalent combination of such service.

b. Option "B"

A baccalaureate degree and, in addition:

- (1) One year of approved office, clerical or secretarial work;
- or
- (2) One half-year of clerical or secretarial experience as a regularly appointed civil service clerk or stenographer for the Department of Education;
- or
- (3) An equivalent combination of such service.

Note: For the purpose of determining an equivalent combination of appointed Department of Education service and experience outside the Department of Education, one month of Department of Education service is counted as equivalent to two months of outside service or employment.

3. PREPARATION REQUIRED FOR FULL LICENSURE

Within five years of the **issue date of the license**, applicants must have completed:

Thirty (30) semester hours of college courses, including at least six (6) semester hours of courses in education and in school records and accounts (See Note 2.)

Applicants in these examinations will not acquire tenure until all probationary and eligibility requirements have been completed within the time limits set. Upon failure of an applicant to meet all requirements, the license will terminate, unless the applicant is entitled to a time extension under C-205, Subdivision 18, of the Regulations of the Chancellor.

NOTES

- (1) An applicant must be a graduate of a four-year high school course or the holder of a high school equivalency certificate issued by the State Board of Regents. This requirement must be met by NOVEMBER 23, 2009 .
- (2) Applicants are required to offer thirty (30) semester hours in college courses which must include or be supplemented by four (4) semester hours of college courses in professional education and two (2) semester hours of college courses in school records and accounts. (Courses are acceptable only if a college has actually granted college credit for them.) However, college courses in school records and accounts for which no credit was given by the colleges and which were completed on or before September 1, 1970 will continue to be accepted. No courses in school records and accounts completed after September 1, 1970 will be accepted unless, in fact, the colleges have granted credit for them. Applicants may apply College Level Examination Program (CLEP) credits earned in professional education subjects and other subjects towards 28 of the 30 semester hours required.
- (3) Courses in education taken at a community college or a junior college, including courses dealing with educational principles relating to the school secretary's work or problems of the school secretary, are acceptable for license as school secretary. They, however, are not acceptable toward meeting the requirements for a teacher's license unless they are actually credited by a regionally accredited institution of higher education with a registered program for teacher certification or by an institution with a registered program for teacher certification approved by the New York State Education Department.
- (4) For each year of experience as set forth in EXPERIENCE above, an applicant must offer remunerated experience satisfactory to DHR consisting of a minimum of 1200 clock hours and extending over a minimum span of approximately one calendar year. The experience requirement must be met by NOVEMBER 23, 2009 .
- (5) Experience as a paraprofessional or as an educational assistant or as an educational associate is not acceptable toward meeting the experience requirement.
- (6) Applicants must submit a Type I Social Security Earnings Report for outside business experience, supplemented by letters from employers on official letterhead and signed by an authorized company official, attesting to the dates of employment and the type of work performed. Application for a Type I Social Security Earnings Report should be made through the local Social Security office.

NEW YORK STATE EXCELSIOR COLLEGE EXAMINATIONS, STATE EDUCATION DEPARTMENT

The New York State Education Department conducts periodic examinations in some areas of education and in some college content courses. The State Education Department credits the passing of such an examination toward meeting its relevant specific course requirements for a State teaching certificate. It does not credit the passing of such examination toward meeting its requirement of a baccalaureate degree, unless an approved college or university actually gives course credit for the passing of the examination.

DHR accepts the passing of such examination to the same extent as the State Education Department and credits it as of the date of the taking of the examination. Verification of the passing of such examination must be sent to DHR by the State Education Department at the request of the applicant.

(See Other Side.)

Further information concerning available examinations and the dates of their administration may be obtained from Excelsior College at www.excelsior.edu.

SCOPE OF THE EXAMINATION FOR LICENSE AS SCHOOL SECRETARY IN DAY SCHOOLS

The scope of the examination is as follows:

1. A Written Composition Test in English that will assess the applicant's understanding and application of the following: Sentence Structure, Grammar, Spelling, Diction, Capitalization and Punctuation.

The applicant will be assigned a test topic and will be required to write a composition of at least 250 words in standard American English within one hour and fifteen minutes.

NOTE 1: Those who have previously been rated "satisfactory" in the Written Composition Test in English will not be required to take this part of the examination.

NOTE 2: Those who possess a baccalaureate degree from an American university or college or an associate degree from an American university or college will not be required to take the Written Composition Test in English. Please make sure that you submit a copy of your degree/transcripts along with your application.

2. A Performance Test where applicants are required to demonstrate their word processing skills using a Windows-based program, such as WordPad. Applicants will be provided with information regarding the specific word processing program to be used. Applicants will be expected to perform various word processing tasks, which may include bolding, centering, underlining, print previewing and printing.

The Performance Test consists of the following three problems:
Problem I, Problem II and Problem III.

Problem I: Taking dictation of two letters that will be dictated at 70 words per minute and keyboarding one of the letters to produce a correct letter in an acceptable business format.

NOTE: The use of any manual method of shorthand will be acceptable. The only recording device permitted will be a stenotype machine.

Problem II: Keyboarding a one-page Teacher Observation Report to produce an exact copy of the original typed report.

Problem III: Editing and keyboarding a handwritten Rough-Draft Letter containing errors in any or all of the following: spelling, grammar, punctuation and capitalization, in order to produce a correct letter in an acceptable business format.

NOTE: Those who have previously achieved a rating of "Pass" on the Performance Test for regular license as a school secretary will not be required to take the Performance Test.

3. An Interview Test that will assess an applicant's ability in any or all of the following areas: assessing problems in office management and organization; making recommendations for office management and organization; interacting with students, parents and/or guardians, school staff, community and others; organizing and presenting ideas; and using language correctly and effectively.

Applicants will be presented with job-related problems and situations and will be required to respond to them in the presence of an interviewer. Prior to the interview, time will be allotted for applicants to prepare their responses to the problems and situations presented. After making an oral presentation, each applicant will be required to respond to follow-up questions.

NOTE: Those who hold a New York City license as school secretary should fill out the "APPLICATION FOR APPLIED CREDIT IN THE INTERVIEW TEST IN ENGLISH" which sets forth the credential acceptable in lieu of the interview test.

4. An Appraisal of Record that will consider evidence of good citizenship, satisfactory performance in related employment and the ability to interact satisfactorily with students, supervisors, colleagues, parents and others.

APPLICANTS WITH DISABLING CONDITIONS WHO REQUIRE SPECIAL ACCOMMODATIONS FOR ANY TEST IN THE EXAMINATION MUST REQUEST SUCH ACCOMMODATIONS BY WRITING TO THE ADMINISTRATOR OF TESTING, DHR, BY THE CLOSING DATE SET FORTH IN THE EXAMINATION ANNOUNCEMENT.

AN APPLICANT MAY, UPON SUBMISSION OF A LETTER WITH APPROPRIATE DOCUMENTATION, REQUEST DHR TO RESCHEDULE ANY TEST. ONLY WRITTEN REQUESTS WILL BE CONSIDERED. THE ISSUANCE OF LICENSES WILL LIKELY BE LATER TO RESCHEDULED APPLICANTS WHO SUCCESSFULLY COMPLETE ALL PARTS OF THE EXAMINATION THAN TO SUCCESSFUL APPLICANTS WHO TOOK THE TEST ON THE ORIGINAL DATE.

RATINGS REQUIRED FOR EXAMINATION FOR LICENSE AS SCHOOL SECRETARY IN DAY SCHOOLS

The rating required in each part of the examination is as follows:

<u>Part of the Examination</u>	<u>Rating</u>
A Written Composition Test in English	Satisfactory
Performance Test	Pass
	A score of 60% or higher on the overall Performance Test is required to obtain a rating of "Pass." Problem I has a weight of 20% of the total score; Problem II has a weight of 35% of the total score; and Problem III has a weight of 45% of the total score.
Interview Test	Pass
Appraisal of Record	Satisfactory

SCOPE OF THE EXAMINATION FOR LICENSE AS BILINGUAL SCHOOL SECRETARY (ANY LANGUAGE SPECIALTY/SPECIALTIES) IN DAY SCHOOLS

The scope of the examination is as follows:

1. A Written Composition Test in English that will assess the applicant's understanding and application of the following: Sentence Structure, Grammar, Spelling, Diction, Capitalization and Punctuation.

The applicant will be assigned a test topic and will be required to write a composition of at least 250 words in standard American English within one hour and fifteen minutes.

NOTE 1: Applicants who apply for licenses as school secretary and as bilingual school secretary will have the rating achieved on the Written Composition Test in English for license as school secretary applied to license as bilingual school secretary.

(See Other Side.)

NOTE 2: Those who have previously been rated "satisfactory" in the Written Composition Test in English will not be required to take this part of the examination.

2. A Written Composition in the Language Specialty/Specialties which will be rated for the written language specialty/specialties only.

Those who have previously been rated "satisfactory" in a written composition in the language specialty/specialties will not be required to take the written composition in the language specialty/specialties.

3. A Performance Test where applicants are required to demonstrate their word processing skills using a Windows-based program, such as WordPad. Applicants will be provided with information regarding the specific word processing program to be used. Applicants will be expected to perform various word processing tasks, which may include bolding, centering, underlining, print previewing and printing.

The Performance Test consists of the following three problems:
Problem I, Problem II and Problem III.

Problem I: Taking dictation of two letters that will be dictated at 70 words per minute and keyboarding one of the letters to produce a correct letter in an acceptable business format.

NOTE: The use of any manual method of shorthand will be acceptable. The only recording device permitted will be a stenotype machine.

Problem II: Keyboarding a one-page Teacher Observation Report to produce an exact copy of the original typed report.

Problem III: Editing and keyboarding a handwritten Rough-Draft Letter containing errors in any or all of the following: spelling, grammar, punctuation and capitalization, in order to produce a correct letter in an acceptable business format.

NOTE: Those who have previously achieved a rating of "Pass" on the Performance Test for regular license as a school secretary will not be required to take the Performance Test.

4. An Interview Test conducted in English that will assess an applicant's ability in any or all of the following areas: assessing problems in office management and organization; making recommendations for office management and organization; interacting with students, parents and/or guardians, school staff, community and others; organizing and presenting ideas; and using language correctly and effectively.

Applicants will be presented with job-related problems and situations and will be required to respond to them in the presence of an interviewer. Prior to the interview, time will be allotted for applicants to prepare their responses to the problems and situations presented. After making an oral presentation, each applicant will be required to respond to follow-up questions.

NOTE 1: Applicants who apply for licenses as school secretary and bilingual school secretary will have the rating achieved on the interview test for school secretary applied to license as bilingual school secretary.

5. An Oral Proficiency Test in the Language Specialty/Specialties that will assess the use of the language specialty/specialties in oral communication.

Those who have previously been rated "satisfactory" in the Oral Proficiency Test in the language specialty/specialties will not be required to take the oral proficiency test.

6. An Appraisal of Record that will consider evidence of good citizenship, satisfactory performance in related employment and the ability to interact satisfactorily with students, supervisors, colleagues, parents and others.

NOTE: Applicants who apply for licenses as school secretary and bilingual school secretary will have the rating achieved on the appraisal of record for school secretary applied to license as bilingual school secretary.

APPLICANTS WITH DISABLING CONDITIONS WHO REQUIRE SPECIAL ACCOMMODATIONS FOR ANY TEST IN THE EXAMINATION MUST REQUEST SUCH ACCOMMODATIONS BY WRITING TO THE ADMINISTRATOR OF TESTING, DHR, BY THE CLOSING DATE SET FORTH IN THE EXAMINATION ANNOUNCEMENT.

AN APPLICANT MAY, UPON SUBMISSION OF A LETTER WITH APPROPRIATE DOCUMENTATION, REQUEST DHR TO RESCHEDULE ANY TEST. ONLY WRITTEN REQUESTS WILL BE CONSIDERED. THE ISSUANCE OF LICENSES WILL LIKELY BE LATER TO RESCHEDULED APPLICANTS WHO SUCCESSFULLY COMPLETE ALL PARTS OF THE EXAMINATION THAN TO SUCCESSFUL APPLICANTS WHO TOOK THE TEST ON THE ORIGINAL DATE.

RATINGS REQUIRED FOR EXAMINATION FOR LICENSE AS BILINGUAL SCHOOL SECRETARY (ANY LANGUAGE SPECIALTY/SPECIALTIES) IN DAY SCHOOLS

The rating required in each part of the examination is as follows:

<u>Part of the Examination</u>	<u>Rating</u>
Written Composition Test in English	Satisfactory
Written Composition in the Language Specialty/Specialties	Satisfactory
Performance Test	Pass
	A score of 60% or higher on the overall Performance Test is required to obtain a rating of "Pass." Problem I has a weight of 20% of the total score; Problem II has a weight of 35% of the total score; and Problem III has a weight of 45% of the total score.
Interview Test	Pass
Oral Proficiency Test in the Language Specialty/Specialties	Pass
Appraisal of Record	Satisfactory

RETAIN THIS ANNOUNCEMENT FOR YOUR RECORDS.