

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: Inwood Early College for Health & Information Technologies

District: 06

School Site: JHS 52 Campus, 650 Academy Street, New York, NY 10034

Send Cover Letter and Resume to: inwoodearlycollege@gmail.com

POSITIONS

School Secretary

DESCRIPTION

The mission of the Inwood Early College for Health & Information Technologies is to prepare young people for collegiate, professional, personal, and social success. Immersed in seamlessly integrated high school, college, and workplace learning experiences, our students will graduate as well rounded young professionals with advanced educational and career achievements in information technology and health information technology, prepared to further transform themselves, their communities, and the world. Inwood Early College for Health & Information Technologies is a new career and technical education (CTE) high school focusing on information technology, including hardware and software development, installation, networking, and support, and health information technology, administration, and management. The school will have a six-year, integrated curricular program that is deeply rooted in project-based learning, asking students to use the skills they learn in computer technology classes across the disciplines to think deeply and critically about the impact of technology, the role of information technology in the context of healthcare, and the impact of the creation and availability of massive amounts of information on their lives, their communities, and the world we share. All curricula will focus on school-wide essential questions that ask students to explore who they are as learners, members of communities, collegians and young professionals, and as future leaders who will change the world around us. Students will take classes on the campus of our CUNY partner, participate in internships with our industry partners and community-based organizations, and complete a capstone project aimed at demonstrating their readiness for college and career.

A 10-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
- Externship opportunities in order to deepen their understanding and grounding of curricular projects in the IT and HIT industries

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, bilingual Spanish preferred, 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
- Engaging and interacting with staff, parents, students, and the school community in a positive manner
- Collaborating with all members of the main office staff to serve the school community
- Performing pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications
- Performing all functions of pupil enrollment services, including but not limited to registration, transfers, and maintaining required documentation of all enrolled students
- Performing all functions of human services support, as they pertain to the role of school secretary, including payroll and employment processing
- Assisting principal with clerical tasks such as updating calendar, making appointments, and sending/receiving correspondence

SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to efficiently use FAMIS, Fastrack, ATS, and other DOE purchasing systems to coordinate purchases of textbooks, equipment, and supplies
- Ability to work in a fast-paced, multifaceted new school environment, including the ability to multitask
- Ability to effectively communicate orally and in writing with colleagues, parents, students, and the community
- Willingness to learn new skills and participate in professional development activities
- Evidence of strong organizational skills
- Ability and/or willingness to learn advanced skills in Microsoft Excel and accounting and inventory programs
- Ability and/or willingness to use office equipment and software such as MS Office (Word, Excel, Outlook), Internet Explorer, and Google Apps
- Ability to maintain and implement appropriate procedures regarding student and employee records and schedules
- Ability to process school-wide payroll
- Ability to perform general office management tasks

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. Secretary candidates should also submit a professional writing sample that reflects their ability to communicate effectively in writing. The writing sample might be a memo, letter, email, or other document created in the candidate's capacity as school secretary.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement

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