

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: Manhattan Early College School for Advertising

District: 02

School Site: Murry Bergtraum High School Campus, 411 Pearl Street, New York, NY 10038

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

School opening is contingent upon approval by the Panel for Educational Policy (PEP). This proposal will be voted on during the May 6, 2014 PEP meeting. For more information, click [here](#).

POSITIONS

School Secretary

DESCRIPTION

The Manhattan Early College School for Advertising offers students an integrated sequence of high school classes, Associate degree courses, and work-based learning. Our specialized six years program allows students to earn a CTE-endorsed Regents Diploma and an Associates Degree from the Borough of Manhattan Community College (BMCC) – free of charge. In addition, students participate in a series of industry specific work-based learning experiences in advertising agencies and media firms across the city designed to prepare students for a range of professional careers. These work experiences include mentoring, job shadowing, special seminars, internships, and paid apprenticeships. Depending on their individual needs and interests, graduates will be prepared for immediate professional employment in media and advertising and will be supported in transferring to four-year colleges to continue their education.

The Manhattan Early College School for Advertising provides all students with an excellent education complete with the rich array of learning opportunities and supports that will enable them to succeed in high school, college, and career. We are committed to challenging students to continually grow in scholarship, character, empathy, and responsibility so that all graduates have the ability and commitment to embrace lives of learning and to make positive contributions to the communities in which they live and work.

Working at the Manhattan Early College School for Advertising involves multiple responsibilities and also many opportunities to shape the lives of our students.

A 8-10-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

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

SCHOOL SECRETARY VACANCY CIRCULAR

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
- Knowledge of all DOE policies relevant to role of school secretary
- 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.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement