

SECRETARY VACANCY CIRCULAR

School Name: THE SOUNDVIEW ACADEMY FOR CULTURE & SCHOLARSHIP

District: 8

School Site: 885 Bolton Avenue, Bronx NY 10473

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

Deadline to Apply: April 8, 2009

POSITION:

Middle School Secretary

DESCRIPTION:

The Soundview Academy for Culture & Scholarship delivers a dynamic and rigorous curriculum while supporting our students' physical, social and emotional development during exciting and challenging middle school years. Our school subscribes to the International Baccalaureate Middle Years program for content area instruction, as well as the Scholars Advisory program for the necessary social and emotional supports for academic maturity. Lastly, our Arts & Athletics electives provide enhanced programs to provide a unique cultural experience for our students.

ELIGIBILITY REQUIREMENTS:

New York City certification

DUTIES AND RESPONSIBILITIES:

Roles in small schools are varied and complex and serious consideration will be given to applicants who demonstrate through their resume and cover letter experience and/or willingness to become involved in these essential aspects:

- Perform School Secretary tasks in support of the learning community and focus of the school
- Cooperate as an active and involved member of the Soundview Academy community in the school's development
- Demonstrate capacity to relate to all students, parents, staff, education partners and community-based organizations with respectful and effective communication and interpersonal skills
- Perform payroll, purchasing and supply duties using DOE systems and Microsoft applications

SELECTION CRITERIA

- Demonstrated ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols
- Demonstrated ability to perform general office management tasks
- Demonstrated ability to process school-wide payroll
- Demonstrated ability to maintain student records and schedules; maintain budget records for the school and coordinate all purchases of textbooks, equipment, and supplies
- Demonstrated ability in utilizing office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook), with organizations skills to maintain payroll, purchasing and inventory records.

- Demonstrated ability and/or willingness to work effectively in a small school setting, requiring the ability to multi-task and communicate effectively.
- Demonstrated evidence of verbal and written communication skills as well as self-motivation and initiative.
- Demonstrated willingness to learn new skills and participate in professional development activities.
- Demonstrated knowledge of the legal requirements regarding student and employee records
- Satisfactory rating, attendance and punctuality.

Applicant should provide written references

WORK SCHEDULE AND SALARY

As per Collective Bargaining Agreement