

SECRETARY VACANCY CIRCULAR

SCHOOL NAME: Mott Hall Community School

District: 8

School site: I.S. 192, 650 Hollywood Avenue, Bronx, NY 10465

Send cover letter and resume to: mhcsbronx@yahoo.com

Deadline to apply: April 8, 2009

POSITION: Middle School Secretary

DESCRIPTION: The mission of Mott Hall Community School (MHCS) is to develop the academic and social skills of adolescents through an intellectually challenging curriculum in math, science, and technology with emphasis on inquiry and community. MHCS will utilize the STEM Explore (Science, Technology, Engineering, and Mathematics) curriculum and instructional blocks to engage students weekly in the work of real scientists, engineers, architects, mathematicians, and technology professionals. A strong literacy program sets the foundation for our students to access knowledge in all classes. To develop leadership, MHCS provides opportunities for students to work collaboratively to solve challenging problems, a student government organization and access to professionals in various careers. All students are given the opportunity to participate in deep investigation of their natural world and society both in and out of the classroom. During their three years at MHCS, students learn to map conditions and resources in their immediate community, attend select Community Board and Community Education Council meetings in an effort to understand the role of individuals and organizations within the community, identify strengths and areas for improvement, design plans to bring about positive change, and participate in 25 hours of community service per year.

ELIGIBILITY REQUIREMENTS: New York City certification, Spanish fluency preferred

DUTIES AND RESPONSIBILITIES:

- Perform School Secretary tasks in support of the learning community and focus of the school. Cooperate as an active and involved member of the Mott Hall Community School community, in the school's development.
- Demonstrate capacity to relate with respect, effective communication and interpersonal skills with all students, parents, staff and education partners and community based organizations.
- 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 learn advanced skills in Microsoft Excel and accounting and inventory programs.
- 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.
- To know the legal requirements regarding student and employee records
- Satisfactory rating, attendance and punctuality.

Applicant should provide written references

WORK SCHEDULED AND SALARY:

As per Collective Bargaining Agreement.