

## SECRETARY CIRCULAR

**SCHOOL NAME:** Grant Avenue Elementary School

**District:** 9

**School Site:** 250 E. 164<sup>th</sup> Street Bronx, NY 10456

**Send Cover Letter and resume to:** *GrantAvenueElementarySchool@gmail.com*

**Deadline to apply:** April 8, 2009

### **POSITIONS:**

Elementary School Secretary

### **DESCRIPTION:**

Grant Avenue Elementary is opening its doors to students in September 2009. We are a school that believes that safety, trust, and strengths are the pathway to success. This philosophy applies to our students, parents, and staff members. We are seeking highly qualified and dedicated lifelong leaders to help us establish our new learning community.

Each and every day we strive to provide each child with the best possible educational experience. Students of Grant Avenue Elementary work individually and cooperatively to develop their skills as independent and interdependent thinkers. Our school values diversity and respect and aims to provide students with social skills and collaborative tools. It is our hope that upon graduation from Grant Avenue Elementary our students take with them skills and values that will be used throughout their lives.

Staff members of Grant Avenue Elementary will partner together to cultivate a safe, trusting environment in which student strengths are celebrated and leveraged to ensure the success of each and every student.

### **ELIGIBILITY REQUIREMENTS:**

New York City certification

### **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 Grant Avenue Elementary 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 maintain student records and schedules; maintain budget records for the school and coordinate all purchases of textbooks, equipment, and supplies
- 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

