

**SCHOOL NAME:** Science and Technology Academy: A Mott Hall School

**District:** 9

**School Site:** Roberto Clemente Campus (PS 166)

250 East 164 Street

Bronx, NY 10456

**Send Cover Letter and resume to:** [pamottsta@gmail.com](mailto:pamottsta@gmail.com) or mail to Science and Technology: A Mott Hall School, c/o Replications, Inc. 292 Fifth Avenue, 4<sup>th</sup> Floor NY NY 10001

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

**POSITION:** Middle School Secretary

**Description**

Science and Technology Academy: A Mott Hall School is a new middle school opening with a 6<sup>th</sup> grade in September 2009. The school will offer a rigorous Science, Math and Technology program and prepare students to attend selective high schools and advance to top colleges and universities. Prospective secretary candidates will embrace our mission and perform school secretary tasks in support of our learning community. *School staff is encouraged to attend one week of summer student orientation & two weeks of professional development and participate in after school programs ( Compensation according to the UFT contract and advance notice will be provided. Staff participation in this activity is voluntary, but strongly encouraged, as it is very important to the development of the school)*

**ELIGIBILITY REQUIREMENTS:** New York City certification with satisfactory ratings

**DUTIES AND RESPONSIBILITIES:**

Serious consideration will be given to applicants who demonstrate through their resume, cover letter or personal interview the following 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 Science and Technology Academy: A Mott Hall 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, Fast-track, Galaxy, ATS, EIS and other DOE purchasing protocols and systems.
- 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 and coordinate all purchases of textbooks, equipment and supplies
- Demonstrated ability to utilize office equipment and software such as Microsoft Office Suite (Word, Excel, PowerPoint, Internet Explorer and Outlook), with organizations skills to maintain payroll, purchasing and inventory records. Proficiency with ARIS, , Acuity, grading/record keeping programs preferred or willing to learn.
- Demonstrated ability and/or willingness to work effectively in a small school setting, multi-tasking and communicating effectively
- Demonstrated willingness to learn new skills and participate in professional development activities
- Evidence of effective verbal and written communication skills as well as self motivation and initiative
- Satisfactory rating, attendance and punctuality
- To know the legal requirements regarding student and employee records
- Oral and written fluency in Spanish preferred.

In addition to interview, secretary candidates must present three references.

**WORK SCHEDULE AND SALARY:** As per collective agreement.