

SECRETARY VACANCY CIRCULAR

SCHOOL NAME: **SHERIDAN ACADEMY for YOUNG LEADERS**

District: 09

School Site: 1116 Sheridan Ave, Bronx NY 10456(PS 90)

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

Deadline to apply: April 8, 2009

POSITION: Elementary School Secretary

DESCRIPTION: The **Sheridan Academy for Young Leaders** is a small, nurturing school that offers a comprehensive college preparatory curriculum with a focus on science and integration of science and the scientific method into all subject areas. Students will be prepared with the skills necessary to successfully meet the rigorous challenges of science related careers. In collaboration with College, students will have an opportunity to take courses at College and work with college professors and personnel. The **Sheridan Academy for Young Leaders** will create a unique learning environment by offering non-traditional organizational and instructional models. **School staff is encouraged to attend summer retreat and participate in after school tutoring 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

New York City Certification

REQUIREMENTS

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 Sheridan Academy for Young Leaders community
- 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 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.
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, preferred) and proficiency in Web applications (Internet explorer, Web Outlook (DOE Email), ATS, HSAPS, HSST, PCL, Acuity, HIP, grading / record-keeping programs) preferred
- Bilingual: Spanish Preferred

Applicant should provide written references

WORK SCHEDULED AND SALARY:

As per Collective Bargaining Agreement.