

## SECRETARY VACANCY CIRCULAR

**SCHOOL NAME:** East Fordham Academy for the Arts

**District:** 10

**School site:** 120 East 184<sup>th</sup> Street, Bronx, New York 10468

**Send cover letter and resume to:** eastfordhamacademy@gmail.com

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

**POSITION** Middle School Secretary

### **DESCRIPTION:**

The East Fordham Academy for the Arts is a small learning environment where students become problem solvers, critical thinkers, and confident young adults while taking ownership of their academic learning in order to become successful in high school, college, and beyond. The school's motto, "Where arts and academics meet in excellence," expresses the philosophy of a school that provides a challenging integrative arts college exploratory curriculum. Students will have an opportunity to explore the arts and be exposed to the wide variety of cultures and institutions in New York City. The East Fordham Academy for the Arts will create unique learning experiences by offering non-traditional organizational and instructional models.

**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 East Fordham Academy for the Arts 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 maintain student records and schedules; maintain budget records for the school and coordinate all purchases of textbooks, equipment, supplies, and process school-wide payroll.
- 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
- To know the legal requirements regarding student and employee records.

- Satisfactory rating, attendance and punctuality.
- Bilingual English/Spanish speaker preferred.

Applicant should provide written references

**WORK SCHEDULED AND SALARY:**

As per Collective Bargaining Agreement.