

## SECRETARY VACANCY CIRCULAR

**SCHOOL NAME:** The Cinema School

**District:** 12

**School site:** – Monroe HS Annex

**Send cover letter and resume to:** mdickar@thecinemaschool.org

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

**POSITION** High School Secretary

**DESCRIPTION:** **The Cinema School** is a small, nurturing, selective high school offering a rich, project-based curriculum that enables all students to earn Advanced Regents Diplomas and take advanced and accelerated courses. Courses integrate the schools core dispositions—storytelling, visual thinking, critical literacies and praxis—which are developed through filmmaking and which deepen work in all academic disciplines. We also offer up to four years of filmmaking and a range of electives that develop students’ creative capacities. Further, we use time in the school year in innovative ways to provide a 6-week intensive, mid-year Institute in which students study with filmmakers and artists-in-residence or pursue significant projects in other areas. The Cinema School creates a unique learning environment through its supportive and rigorous academic program grounded in creative activity and its rich and dynamic film program which empowers the voices and visions of young people. All members of the school community are expected to support the learning and development of our students.

**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 the *The Cinema School* community, and 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 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 organizational 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. Spanish fluency preferred.
- Demonstrated evidence of good public relations skills and parent/community relations as well as self-motivation and initiative.
- 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.