

SCHOOL NAME: Urban Scholars Community School

District: 12

School site: P. S. 198X

Send cover letter and resume to: *Djones427@gmail.com*

Deadline to apply: April 8, 2009

POSITION:

Elementary School Secretary

DESCRIPTION:

The Urban Scholars Community School is committed to providing an education of excellence that meets the needs of a diverse community of learners. All students will be supported and challenged to achieve their potential through hard work, collaboration and determination. The curriculum emphasizes interdisciplinary thematic studies with an emphasis of the development of strong literacy skills and world knowledge needed to succeed as students and citizens. Family and community involvement are essential to our success. We will establish systems to ensure that our partnerships are grounded in the mutual understanding of working together to develop the skills needed to succeed as a student and a citizen. In order for our school to meet the needs of each and every student, all of our staff members will be held accountable for our students' academic success. Therefore; our goal is to hire, support and retain the most committed and most capable staff members.

ELIGIBILITY REQUIREMENTS:

New York City Certification

DUTIES AND RESPONSIBILITIES:

Roles in small schools are varied and complex and serious consideration will be given to applicants who demonstrate through their resume and cover letter experience and/or willingness to become involved in these 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 Urban Scholars Community 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 office/school management, 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 and systems as well as 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 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 as well as self-motivation and initiative;
- Demonstrated willingness to learn new skills and participate in professional development activities, faculty conferences and Administrative Team Meetings;
- To know the legal requirements regarding student and employee records
- Satisfactory rating, attendance and punctuality.

Applicant should provide written references and a writing sample is required.

WORK SCHEDULED AND SALARY:

As per Collective Bargaining Agreement.