

SECRETARY VACANCY CIRCULAR

SCHOOL NAME: The Family School

District: 9

School site: The Family School at 90X, 1116 Sheridan Avenue, Bronx, NY 10456

Send cover letter and resume to: pwonglee7@gmail.com

Deadline to apply: April 8, 2009

POSITION Elementary School Secretary

DESCRIPTION: The Family School is modeled on a nurturing home, a supportive learning environment that extends beyond the six hours of a traditional school day, in which staff members, families, and students collaborate. Learning is inquiry-guided, multicultural, standards-based, and research-validated. We seek individuals who are avid learners and dedicated to working as a team to see the possibilities in every child and use the wisdom of the heart.

School staff is encouraged to attend a summer retreat (*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

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 Family 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 knowledge of ATS (pupil accounting), EIS including PDPS and TBNK (payroll systems) and FAMIS (purchasing system)
- 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, and supplies
- 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 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
- 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.