

## SECRETARY VACANCY CIRCULAR

**SCHOOL NAME:** Cornerstone Academy for Social Action Middle School

**District:** 11

**School Site:** P.S. 189 3441 Steenwick Avenue, Bronx NY 10475

**Send Cover Letter and resume to:** [cornerstonemiddle@gmail.com](mailto:cornerstonemiddle@gmail.com)

**Deadline to apply:** April 24, 2009

**POSITION** Middle School Secretary

**DESCRIPTION:** Cornerstone Academy for Social Action Middle School's philosophy is that it is the school's responsibility to work collaboratively with families and the community to meet the academic and social needs of students. The accelerated academic program which includes four regents exams, allows students to graduate from Cornerstone Academy for Social Action Middle School with up to 8 high school credits. With the experiential learning program, students will participate in weekly service learning opportunities within the larger New York City community. This will enable students to develop relationships with local businesses, organizations and higher education institutions, and have hands-on learning experiences. Further, service learning enriches student's understanding of the world around them as they continue to develop as well rounded citizens. The Advisory program provides a holistic health, character education, and social justice curriculum. Through the cognitive literacy focus, students will learn the essential skills of note taking, generating questions, responding to literature and discussion, and submitting reports, in all subject areas. This gives our students the opportunity to organize their thinking and express their emotions around academic and real life content via skills that will endure for the rest of their lives.

**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 CASA 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 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 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.