

## SECRETARY VACANCY CIRCULAR

**SCHOOL NAME:** The Pelham Academy for Academics and Community Engagement

**District:** 11

**School site:** –

**Send cover letter and resume to:** [pelhamacademy@gmail.com](mailto:pelhamacademy@gmail.com)

**Deadline to apply:** April 27, 2009

**POSITION** Middle School Secretary

**DESCRIPTION:** The Pelham Academy for Academics and Community Engagement is a community middle school committed to providing a range of opportunities, resources and supports geared toward the academic, social and emotional development of all learners. By combining a rigorous academic curriculum with critical social and emotional supports, enduring family engagement and a scaffolded service learning component, our students are equipped with an array of knowledge and skills that will enable them to be viable at a college preparatory high school and beyond. *We are preparing for life* is our motto and what guides our practice. Our staff is driven by the unwavering understanding that all students can achieve at high levels. We work as part of a learning community that consists of students, teachers, faculty, parents and the community to ensure that our students get what they need to compete and succeed during this time of great uncertainty. We are looking to enhance our community with individuals of like mind who are inspired by our vision and mission and are motivated by the thought of preparing urban youth for life after middle 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 (*Name of 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:**

- Satisfactory rating and exemplary record of attendance and punctuality.
- Demonstrated success of communicating and working with staff, families and students
- 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

Applicant should provide written references

**WORK SCHEDULED AND SALARY:**

As per Collective Bargaining Agreement.