

SECRETARY VACANCY CIRCULAR

SCHOOL NAME: Baychester Academy

District: 11

School site: PS 169

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

Deadline to apply: April 30, 2009

POSITION Elementary School Secretary

DESCRIPTION:

Baychester Academy is a new school construction building set to open in September 2009. Baychester Academy is focused on high quality instruction, strategic use of data and the integration of technology. We are seeking energetic, collaborative educators with a proven track record of strong student achievement results.

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 Baychester Academy community, in the school's development.
- Demonstrate ability and skills and to communicate effectively and respectfully 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:

The successful candidate will demonstrate:

- Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols
- Ability to perform general office management tasks
- Ability to maintain student records and schedules; maintain budget records for the school and coordinate all purchases of textbooks, equipment, and supplies
- Ability to utilize office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook), with organizational skills to maintain payroll, purchasing and inventory records.
- Ability and/or willingness to learn advanced skills in Microsoft Excel and accounting and inventory programs.
- Ability and/or willingness to work effectively in a small school setting, requiring the ability to multi-task and communicate effectively.
- Evidence of verbal and written communication skills as well as self-motivation and teamwork.
- Willingness to learn new skills and participate in professional development activities.
- Knowledge of the legal requirements regarding student and employee records
- Excellent rating, attendance and punctuality.

Applicant should provide written references

WORK SCHEDULE AND SALARY:

As per Collective Bargaining Agreement.