

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: MS 291 West End Secondary School for Urban Studies

District: 03

School Site: 227 West 61st Street, New York, New York, 10023

Send Cover Letter, Resume and Portfolio to: westendsecondary@gmail.com

POSITION

School Secretary

DESCRIPTION

West End Secondary School empowers students to achieve at the highest level by cultivating their innate curiosity and nurturing their natural ability to wonder and create. We envision our classrooms to be a safe context in which adolescents can work through problems with guidance and the necessary supports to arrive at their own true discovery. The delight that characterizes the moment when one reaches an understanding, arrives at the derivation of a formula, or acknowledges the connection between a math problem and its application to engineering are extraordinary moments in a student's development. These accomplishments are most memorably achieved and valued when a student ventures into this territory as a result of carefully planned learning experiences that place the teacher as the facilitator of learning. WESS will emphasize the central role that the student plays in his or her own learning process, understanding that students learn best when they discern the value in learning and enjoy getting there. We will immerse students in authentic learning experiences that require investigation, discovery, and innovative thinking. Through carefully crafted interdisciplinary units of study designed to spark their imaginations, students will develop the capacity to become reflective questioners and critical thinkers who consider multiple perspectives. It is the expectation that our students, teachers, and school leaders recognize the importance of lifelong learning and continuously seek out ways they can grow and learn.

ELIGIBILITY REQUIREMENTS

Possession of New York City School Secretary License, with satisfactory ratings and attendance

DUTIES AND RESPONSIBILITIES

Because roles in small schools are varied and complex, serious consideration will be given to applicants who demonstrate in their resume and cover letter experience and/or willingness to commit to the school's mission and core beliefs and to become involved in these essential aspects:

- Performing School Secretary tasks in support of the learning community and focus of the school.
- Assisting Principal with clerical tasks such as updating calendar, making appointments, sending and receiving correspondence.
- Performing all functions of human services support, as they pertain to the role of school secretary, including payroll and employment processing.
- Performing all functions of pupil enrollment services, including but not limited to registration, transfers, maintaining required documentation of all enrolled students
- Performing pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications
- Collaborating with school aides on office responsibilities
- Engaging and interacting with staff, parents, students, and the school community in a positive manner

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SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols.
- Ability to perform general office management tasks.
- Ability to process school-wide payroll.
- Ability to maintain student records and schedules and coordinate all purchases of textbooks, equipment, and supplies.
- Ability and/or willingness to utilize office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook) and Google Apps
- Ability and/or willingness to learn advanced skills in Microsoft Excel and accounting and inventory programs.
- Ability to implement the appropriate procedures regarding student and employee records in keeping with DOE regulations.
- Strong organizational skills to maintain payroll, purchasing and inventory records.
- Willingness to learn new skills and participate in professional development activities.
- Ability to effectively communicate orally and in writing with colleagues, parents, students, and the community.
- Ability to work in a fast-paced, multifaceted new school environment, including the ability to multi-task

In addition to the cover letter, resume, and interview, applicants must present three references including, if possible, one from a current supervisor. Other references might include a colleague with whom the applicant has collaborated, and/or a professional organization or staff development representative.

WORK SCHEDULE & SALARY

As per Collective Bargaining Agreement