

**NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES & TALENT
65 COURT STREET
BROOKLYN, NY 11201**

Posted Date: February 15, 2013

Deadline Date : March 5, 2013

SCHOOL SECRETARY VACANCY CIRCULAR NO 9 2012-2013
(SUBJECT TO BUDGET AVAILABILITY)

Position: School Secretary
Location: United Federation of Teachers
Victim Support Program
52 Broadway 15th Floor
New York, NY 10004

Description: The Victim Support Program (VSP) is collaboration between the NYC Department of Education and the United Federation of Teachers. The goal of the program is to help school staff cope with crisis situations. VSP offers counseling, assistance with DOE medical appointments, paperwork and legal referrals. It was established in 1989.

Eligibility Requirements: Licensed and appointed and currently employed by DOE as a school secretary in the Excess (ATR) pool.

Duties and Responsibilities:

- Payroll for VSP staff
- VSP Case Management:
 - Maintaining confidential case files
 - Legal referrals
 - Interfacing with VSP Borough liaisons
- Safety Hotline: retrieve and direct calls
- Office Management:
 - General Filing
 - Answering phones
 - Coordinating counseling appointments
 - Assisting administration with projects and tasks

Selection Criteria:

- Current DOE Employee.
- Ability to communicate effectively both orally and in writing.
- Satisfactory rating, attendance and punctuality.
- Basic computer literacy (excel, word, and outlook)
- Ability to work collaboratively on a team.
- Ability to organize own time and multitask.
- Ability to think creatively, learn and be open to new ideas.
- Empathetic and personable.

Salary: As per UFT Collective Bargaining Agreement

Hours: As per UFT Collective Bargaining Agreement
Program hours 10:00 AM – 6:00 PM.

Work Year: As per UFT Collective Bargaining Agreement

Application:

Please send cover letter, resume along with two referrals to:

LEZRA@uft.org

An Equal Opportunity Employer

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["http://schools.nyc.gov/Administration"](http://schools.nyc.gov/Administration)

APPROVED: 

Charles Peeples, Executive Director, Office of Field Services &
Information, Division of Human Resources & Talent