

## SCHOOL SECRETARY VACANCY CIRCULAR

**School Name: Business Technology Early College High School**

**District: 26**

**School Site: 230-17 HILLSIDE AVENUE, QUEENS, NY 11427**

**Send Cover Letter and Resume to: btechschoolbox@gmail.com**

### POSITIONS

School Secretary

### DESCRIPTION

Business Technology Early College High School (BTECH) is a new 9-14 school opening in September 2014. Students entering 9th grade will have up to six (6) years to complete their HS requirement and earn an associate degree from Queensborough Community College of the City University of New York (QCC), at no cost to the student. The school is in partnership with SAP – an international company that specializes in business enterprise software. Students will enroll in dual-credited courses and participate in work based learning experiences, such as mentoring, job site visits, apprenticeship and internships. Successful completion of the high school and college degree programs, earns the students opportunities for employment at SAP or in the thousands of companies around the globe who run SAP software. BTECH's mission is to combine academic excellence with technical aptitude thus empowering students to be successful in our modern, information-based global economy and community. BTECH students will develop strong technical, design, and communication skills, and they will graduate with professional certifications and the workplace experience necessary to give them a competitive edge in tomorrow's employment marketplace.

A 5-day summer planning institute will offer an essential opportunity for staff to be involved in developing the school's culture and instructional program. Because we believe that all staff members play an important role in the education of our students, the school will offer opportunities for secretaries to participate in the school community in a variety of ways:

- In-house school committees and/or special programs
- Mentoring and reverse mentoring relationships with students and industry partners

*Advance notice of dates will be supplied, and those who participate will be compensated according to the terms of the UFT contract. Staff participation in these activities is voluntary, although strongly encouraged, as they are very important to the development of the school.*

### ELIGIBILITY REQUIREMENTS

Possession of regular 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
- Engaging and interacting with staff, parents, students, and the school community in a positive manner
- Collaborating with all members of the main office staff to serve the school community

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- Performing pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications
- Performing all functions of pupil enrollment services, including but not limited to registration, transfers, and maintaining required documentation of all enrolled students
- Performing all functions of human services support, as they pertain to the role of school secretary, including payroll and employment processing
- Assisting principal with clerical tasks such as updating calendar, making appointments, and sending/receiving correspondence

### **SELECTION CRITERIA**

The successful candidate will demonstrate:

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

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. Secretary candidates should also submit a professional writing sample that reflects their ability to communicate effectively in writing. The writing sample might be a memo, letter, email, or other document created in the candidate's capacity as school secretary.

### **WORK SCHEDULE & SALARY**

As per Collective Bargaining Agreement