

## **New Hiring Process for Nominating School Secretaries: October 21 – November 21, 2014**

In order to effectively meet the needs of principals for qualified secretaries, the Division of Human Resources (DHR), working with the United Federation of Teachers (UFT), has established the following new process for the hiring of School Secretaries outlined below.

**Timeframe for Nominations:** The nomination period for the new School Secretary hiring process will open on Tuesday, October 21, 2014, and extend through Friday, November 21, 2014. Principals must enter the nomination by intending the candidate in Galaxy. **Only after nomination by the school will the applicant receive an email from DHR with instructions on how to complete the required processing.**

Important note: Prospective school secretary applicants must not come in for processing until they have been nominated by a school and have received an official email with instructions on required processing from DHR. If hiring restrictions are implemented that include School Secretaries, normal exception process through CFN Clusters would be required prior to commencing with the hiring process.

### **Options for School Secretaries**

#### **Option 1: Individuals may be appointed if they have the following:**

##### Minimum Requirements:

- Principal nomination in Galaxy reflecting a clear, budgeted vacancy
- Baccalaureate Degree\*
- One (1) year approved office, clerical or secretarial experience\*
- \*Documentation verifying eligibility:
  - Official Transcripts from College/University verifying degree (Student copy acceptable)
  - Signed letter on company/employer stationery confirming prior office, clerical or secretarial employment experience
- TSN Application
- Fingerprint & background clearance (fingerprint fee required)
- No Application fee required

##### To Meet Maximum Requirements, School Secretaries appointed under Option 1 would have:

##### Two years to complete the following maximum requirements:

- ✓ Two (2) semester hours of a course in school records and accounts
- ✓ Completion of the workshops:
  - Child Abuse Identification workshop <http://www.childabuseworkshop.com/>
  - School Violence Prevention (SAVE) workshop <http://www.violenceworkshop.com/>
  - Dignity for All Students Act (DASA) workshop <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- ✓ Following commencement of service: Completion of the New Secretary NYCDOE Training (systems and payroll) – further information to follow.

#### **Option 2: Individuals may be appointed if they have the following:**

##### Minimum Requirements:

- Principal nomination in Galaxy reflecting a clear, budgeted vacancy
- Associate's Degree\* and
- Two (2) years approved office, clerical or secretarial experience\*
- \*Documentation verifying eligibility:

- Official Transcripts from College/University verifying degree (Student copy acceptable)
- Signed letter on company/employer stationery confirming prior office, clerical or secretarial employment experience
- TSN Application
- Fingerprint & background clearance (fingerprint fee required)
- No Application fee required

To Meet Maximum Requirements School Secretaries appointed under Option 2 would have:

Two years to complete the following maximum requirements:

- ✓ Two (2) semester hours of a course in school records and accounts
- ✓ Completion of the workshops:
  - Child Abuse Identification workshop <http://www.childabuseworkshop.com/>
  - School Violence Prevention (SAVE) workshop <http://www.violenceworkshop.com/>
  - Dignity for All Students Act (DASA) workshop <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- ✓ Following commencement of service: Completion of the New Secretary NYCDOE Training (systems and payroll) -further information to follow

**Option 3: Individuals can be hired for Full Time employment as a regular substitute (5BA) and may be appointed after the maximum requirements listed below are met.**

Minimum Requirements:

- Principal nomination in Galaxy reflecting a clear, budgeted vacancy
- Satisfactory evidence of graduation from a four-year high school, or its equivalent\*
- Three (3) years approved office, clerical or secretarial experience\*
- \*Documentation verifying eligibility:
  - Official Transcripts/Diploma verifying high school graduation or equivalent (Student copy acceptable)
  - Signed letter on company/employer stationery letterhead confirming prior office, clerical or secretarial employment experience
- TSN Application
- Fingerprint & background clearance (fingerprint fee required)
- No Application fee required

To meet maximum requirements, individuals hired as regular substitute (5BA) under Option 3 would have:

Three years to complete the following maximum requirements:

- ✓ Thirty (30) semester hours of college courses, including two (2) semester hours of courses in school records and accounts
- ✓ Completion of the workshops:
  - Child Abuse Identification workshop <http://www.childabuseworkshop.com/>
  - School Violence Prevention (SAVE) workshop <http://www.violenceworkshop.com/>
  - Dignity for All Students Act (DASA) workshop <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- ✓ Following commencement of service: Completion of the New Secretary NYCDOE Training (systems and payroll) – further information to follow

**Please note the further important provisions for licensing and employment below:**

1. School Secretary Licenses will be issued as Monolingual School Secretary in the Day Schools (license code: 4106).
2. School Secretaries will not acquire tenure until all probationary and eligibility requirements have been completed within the time limits set. Upon failure to meet all requirements, the license will terminate, unless the applicant is granted a one-time (1 year) extension by the NYCDOE Licensing Office.
3. For each year of experience as set forth above, an applicant must **show paid** experience satisfactory to DHR consisting of a minimum of 1200 clock hours and extending over a minimum span of approximately one calendar year.
4. Experience as a paraprofessional, an educational assistant, school aide, or as an educational or community associate **is not acceptable** toward meeting the experience requirement.
5. If hiring restrictions are implemented that include School Secretaries, normal exception process through CFN Clusters would be required prior to commencing with the hiring process.

**Secretarial Science/Business Office Technology and Secretarial Technologies Programs are offered at the following institutions:**

Brooklyn College  
Kingsborough Community College  
Manhattan Community College  
Queens College  
Queensborough Community College  
Bronx Community College  
Hostos Community College

United Federation of Teachers (UFT) offers a three (3) semester hour course in school records and accounts

**Once again, prospective school secretary applicants must not come in for processing until they have been nominated by a school and have received an official email with instructions on required processing from DHR.**

Please call the Licensing Office at 718-935-2462, with any questions.