**School Name:** Albee Square Montessori Public School - 13K482

**District:**13

**School Site:** 424 Albee Square West, Brooklyn New York 11201

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

**POSITIONS**

School Secretary

**DESCRIPTION**

**School Overview**

Albee Square Montessori Public School is the first district public school in NYC Public Schools.

In our diverse school, each child is seen as a culturally rich unique individual who will thrive and learn in beautiful and peaceful Montessori multi-age classrooms rich with materials and experiences designed to support a wide range of learning styles and developmental levels.

Through immersion in the natural world around them and bringing awareness of their environmental responsibility to our planet through sustainability efforts, children will explore and learn through guided observation, inquiry driven, hands-on experiences, exploration and discovery.

We are looking for staff members who demonstrate a willingness to be a part of our diverse, student-centered school and with a knowledge of or commitment to learning the principles of Montessori education including; student-centered learning in an intentionally designed, mixed-age classroom environment.

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. Additionally, the school will offer opportunities for staff to participate in:

* After school and/or Saturday tutoring, enrichment, sports, arts, and family programs
* In-house school committees and/or special programs.

*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.*

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**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:

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| * 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 all members of the main office staff to serve the school community * Engaging and interacting with staff, parents, students, and the school community in a positive manner |

**SELECTION CRITERIA**

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities

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| * Ability to efficiently use ATS, EIS, and FAMIS. * 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. * Strong organizational skills to maintain payroll, purchasing and inventory records. * Knowledge of the DOE policies regarding student and employee 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 multitask |

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