**School Name:** MS 428 - Global Innovators Academy

**District:** 15

**School Site:** 4222 4th Ave, Brooklyn, NY 11232

**Send Cover Letter and Resume to:** info@ms428.org

**POSITIONS**

School Secretary

**DESCRIPTION**

**Our Vision**

**To build the next generation of compassionate global citizens.**

*In a world where divisions keep us apart …* our school is dedicated to showing what is possible when learners across cultures, languages, and backgrounds come together for a common purpose.

We aim to nurture a diverse, inclusive, and culturally aware community of compassionate learners to flourish academically, emotionally, and socially. We empower our students for success in a global society by equipping them with linguistic, cultural, and critical thinking skills necessary to thrive in a multicultural world.

**Our Mission**

**We embrace the power of language, rigorous academics, and cross-cultural collaboration to prepare students for the world of tomorrow.**

Our mission is to foster a safe learning environment centered on valuing an individual’s strength, identity, culture, and heritage and establishing a harmonious diverse community. We are committed to prioritizing high academic achievement through an equitable, culturally responsive curriculum with community service project integration. We provide opportunities for collaboration with parents and local community organizations through service learning to build community impact.

**Our Core Values**

Our school culture is defined by love. Six pillars (core values) of creating a culture of love in the classroom:

* Vulnerability - Own your mistakes and learn from them
* Empathy - Listen to understand
* Empowerment - Value and support each other
* Flexibility - Willing to adapt and open to change
* Integrity- Do the right thing even when no one is looking
* Trust - Build relationships through consistency, reliability, and transparency

Exercising these six pillars across our school allows us to bring resilience, belonging, and encouragement in teaching and learning, and witness both our educators and students flourish.

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
* Community partnerships and family events

*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:

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| * Performing School Secretary tasks in support of the learning community and focus of the school * 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 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, 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 * Knowledge of the DOE policies regarding student and employee records * 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