**School Name:** PS 456 - The Elizabeth Jennings School for Bold Explorers (BE)

**District:** 15

**School Site:** 489 State Street Brooklyn, NY 11217

**Send Cover Letter and Resume to:** es456k@gmail.com

**POSITIONS**

School Secretary

**DESCRIPTION**

The Elizabeth Jennings School for Bold Explorers (BE) is a community of learners dedicated to an inquiry-based, hands-on curriculum. Our approach is centered in a progressive model of education through exploration allowing children to take ownership of their learning. We believe students learn by doing and students learn best when collaborating with peers in small and whole group experiences. We operate with a students-first mentality.

At BE strive to create an inclusive culture where listening and acceptance creates the truest sense of belonging; where we always challenge the paradigms and perceived notions of equality and equity; where we speak up for and against any forms and acts of racism; where we manifest the deepest and most profound new reality that all of our differences, whether ethnicity, race, gender preference, sexual orientation, physical ability, age, religious beliefs, language preference or socio-economic status are a reflection of the beautiful tapestry of the 456 community.

Our BE core values are trust, collaboration, and joy. We are looking for staff members with a commitment to a play-based, experiential outdoor learning school model of teaching and learning. We are looking for staff members who have the capacity to facilitate learning experiences that allow students to take the lead, incorporate backwards design methods, and meet students where they are.

A 5 day summer planning institute will offer an essential opportunity for staff. Additionally, the school will offer opportunities for teachers to participate in:

* In-house school committees and/or special programs.
* Daytime professional development such as inquiry work, inter-visitations, teacher common planning, and collaborative conversation

**ELIGIBILITY REQUIREMENTS**

Possession of regular New York City School Secretary License, bilingual Spanish preferred, 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.
* Assisting the 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
* Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols.
* Ability to perform general office management tasks.
* Ability to process school-wide payroll.
* 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.
* 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

multi-task

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