**School Name:** Central Brooklyn Literacy Academy - P.S. 969

**District:** 17

**School Site:** 188 Rochester Avenue, Brooklyn NY 11213

Send Cover Letter, Resume and Portfolio to: [HiringForCBLA@gmail.com](mailto:HiringForCBLA@gmail.com)

**POSITIONS**

School Secretary

**DESCRIPTION**

**School Overview:**

P.S.969 - The Central Brooklyn Literacy Academy (CBLA) is the second stand-alone public school in New York City specifically designed to serve students with diagnosed dyslexia and/or language based learning difficulties. CBLA is designed to meet the unique needs of students who are struggling to learn to read. Aligned with recommendations from the International Dyslexia Association, CBLA will offer intensive, tier 1 instruction in structured literacy - providing highly explicit, systematic and multi-sensory teaching of the foundational skills and other important literacy components including vocabulary, comprehension, and writing. Additionally, CBLA will embed consistent and purposeful practices to support social emotional learning and executive functioning skill development to meet the needs of our student population.

**Our Vision:**

At Central Brooklyn Literacy Academy (CBLA), our vision is to cultivate a transformative learning community where every student, regardless of their learning differences, becomes a confident, empowered, and lifelong learner.

**Our Mission:**

At CBLA, we believe that reading is a civil right. Our mission is to provide an inclusive, equitable, and transformative educational experience for students with language-based learning difficulties. We offer precise and explicit instruction in structured literacy, executive functioning, and social-emotional skills, guided by the latest research on how students learn best.

CBLA will open with two 2nd grade ICT classes and two 3rd grade ICT classes, with each class capped at 18 students (with no more than 7 SE students in each class). Additionally Related Services supports and mandates will be integrated into the classroom.

CBLA is looking for staff with the capacity to understand, analyze and support diverse learners and their socio-emotional needs, particularly those related to academic failure and the frustration generated from reading struggle.

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.
* Any other opportunities you’ll have in your school that are outside of secretaries’ contractual obligations within the scope of a secretary’s responsibilities.

*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. * 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 FAMIS, ATS, EIS, STARS, SESIS, 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. * 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. * 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