**School Secretary  Job Posting**

**School Name:** HBCU Early College Prep

**District:** 29

**School Site:** 88-15 182nd Street, Jamaica, NY 11423

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

**POSITIONS**

School Secretary

**DESCRIPTION**

**About HBCU Early College Prep:**HBCU Early College Prep is the first-of-its-kind early college high school model in a major metropolitan area, offering NYC students in Southeast Queens the opportunity to earn a tuition-free associate’s degree from Delaware State University while completing their high school education. This initiative merges the rich heritage of Historically Black Colleges and Universities (HBCUs) with innovative educational practices, providing students with both academic rigor and a supportive, community-centered environment.

Our partnership with Delaware State University leverages a unique framework that combines:

* **Comprehensive Support**: Integrating HBCU traditions, mentorship, and culturally responsive pedagogy to ensure student success.
* **Innovative Early College Model**: Blending in-person campus visits with virtual learning to create a dynamic, flexible learning environment.

**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:

* 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
* Ability to efficiently use ATS, EIS, FAMIS and Galaxy.
* Ability to perform general office management tasks and gave a strong organizational skills to maintain payroll, purchasing and inventory records.
* 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 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.
* 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