**School Name:** Bronx STEAM Center

**District:** 33

**School Site:** Bronx Exact Location TBD

**Send Cover Letter and Resume to:** [bronxsteamcenter@schools.nyc.gov](mailto:bronxsteamcenter@schools.nyc.gov)

**POSITIONS**

School Secretary

**DESCRIPTION**

The Bronx STEAM Center will open in September 2025 and will grow to serve approximately 700 juniors and seniors recruited from 10 Bronx partner schools. Through a shared- instructional model, students from our 10 partner schools will divide their day between their home school and the Bronx STEAM Center, where they will gain hands-on experience working alongside industry professionals in a workplace-simulated environment. Our launch pathways include: Certified Nursing Assistant, Certified Clinical Medical Assistant, and Cybersecurity.

The Bronx STEAM Center aims to equip students with the skills, experiences, and guidance needed to thrive in high-demand careers. Through deep collaboration with employers, higher education, and community partners, the Bronx STEAM Center will provide industry-aligned, project-based learning, work-based opportunities, access to early college credits and career credentials and personalized college and career advising. Our goal is to ensure students don’t just enter middle-skill jobs—they launch into lifelong career growth and economic mobility.

We are excited to be working with Montefiore Medical Center as our anchor industry partner. As one of the leading healthcare networks in the city, Montefiore plays an important role in advising on relevant industry certifications, workplace expectations, and providing meaningful work-based learning experiences for Bronx STEAM students.

A 3-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.

*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, Fastrack, ATS, EIS and other DOE purchasing protocols. * 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, Internet Explorer, Outlook) and Google Apps * 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