**School Name:** P643X

**District:** 75

**School Site:** 639 St. Ann’s Avenue, Bronx NY 10455 & 2075 Webster Avenue, Bronx NY 10457

**Send Cover Letter, Resume and Portfolio to:** [infop643x@gmail.com](mailto:infop643x@gmail.com)

**POSITIONS**

School Secretary

**DESCRIPTION**

Our mission at P.643X is to help our students achieve high levels of social-emotional and academic success.  We will collaborate with parents and the community to create a safe, supportive, nurturing environment that respects our students' individuality and promotes rigorous, differentiated academic instruction that leads to successful college and career readiness. We are seeking candidates with the capacity to create collaborative, results-driven learning environments grounded in the principles of social emotional learning, positive behavior supports and standards-based instructional experiences with modifications where all children and their families feel understood, secure and supported in their growth.

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. Additionally, the school will offer opportunities for teachers to participate in:

* 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:

* Assisting Principal with clerical tasks such as updating calendars, 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 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 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 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.
* 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