

SCHOOL SECRETARY VACANCY CIRCULAR

School Name: The Math and Science Exploratory School (M.S. 447)

DBN: 15K447

School Address: 345 Dean Street, Brooklyn, NY 11217

POSITION

School Secretary

DESCRIPTION

Our vision: As inquisitive learners, we grow through perseverance, resilience, and innovation. We believe that, to act with integrity and empathy, we have a responsibility to advocate for ourselves and others, honoring our community and the world.

The Math and Science Exploratory School (MS 447) is a high-functioning and diverse middle school in Boerum Hill, Brooklyn, serving students from across District 15. We are an inclusive and progressive learning community, with strong ICT programs on each grade. We are also a Nest school, serving students with Autism Spectrum Disorder in an inclusive environment. Our staff, students, and families are reflective and supportive, nurturing our students in their academic and emotional lives through strong teaching teams, hands-on, inquiry learning, small-group advisory, peer mediation, restorative practices, and more. We seek collegial, passionate staff and faculty to learn, grow, collaborate, contribute, and create within our community. People of color encouraged to apply.

ELIGIBILITY REQUIREMENTS

Minimum two years of paid office, clerical, or secretarial work, or possession of regular New York City School Secretary License, with satisfactory ratings and attendance

DUTIES AND RESPONSIBILITIES SCHOOL SECRETARY

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 pupil accounting, payroll, purchasing and supply duties using DOE systems and Microsoft applications
- Performing all functions of pupil enrollment services, including but not limited to registration, transfers, maintaining required documentation of all enrolled students
- Collaborating with all staff members to serve the school community
- Engaging and interacting with staff, parents, students, and other member of the community

SELECTION CRITERIA

The successful candidate will demonstrate:

- Willingness to carry out the above duties and responsibilities
- Ability to present/express and use student's culture, ethnicity, etc. as assets
- Evidence of strong collaborative and reflective skill
- Experience and/or willingness to work in an environment where restorative practices and restorative justice are drivers of school culture
- Strong organizational skills to maintain payroll, purchasing and inventory records
- Willingness to learn new skills and participate in professional development activities, including school-wide professional learning
- 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
- Ability or willingness to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols
- Ability to implement the appropriate procedures regarding student and employee records in keeping with DOE regulations

HOW TO APPLY

Send Cover Letter and resume to teacherrusch@gmail.com. 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

Per UFT Collective Bargaining Agreement