

## SCHOOL SECRETARY VACANCY CIRCULAR

**School Name: Academy of Cultural Excellence**

**District: 30**

**Short-Term School Site: 11-11 40th Avenue, Long Island City, NY 11101**

**Long-Term School Site: 23-10 43rd Avenue, Long Island City, NY 11101**

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

### POSITIONS

School Secretary

### DESCRIPTION

At the Academy of Cultural Excellence, we design safe learning environments and build strong, caring relationships with students and families, recognizing the knowledge, languages, and experiences they bring with them. We teach foundational skills with clarity and intention, and create opportunities for students to apply what they learn through collaboration, problem-solving, and hands-on work that connects to real questions, communities, and experiences. Through consistent structures and high expectations, we support students in thinking deeply and using what they learn in meaningful ways.

- Academy of Cultural Excellence is looking for staff with a commitment to building strong relationships with students and families and contributing to a safe, caring school community.
- Academy of Cultural Excellence is looking for staff with the capacity to collaborate with colleagues and families to support students' learning, well-being, and full participation in the life of the school.

A 6-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:

- 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.

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- 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 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 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 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