**School Name:** Bard High School Early College Brooklyn – 19K965

**District:** 19

**School Site:** 301 Vermont Street, Brooklyn, NY 11207

**Send Cover Letter and Resume to:** brooklyn@bhsec.bard.edu

**POSITIONS**

School Secretary

**DESCRIPTION**

Bard High School Early College Brooklyn, a partnership between Bard College and the New York City Department of Education, invites applications to join our staff for Bard High School Early College

(BHSEC) Brooklyn’s founding academic year.

The Bard Early Colleges (BEC) are founded on the belief that, for many young people, college can and should start at an earlier age. Acting on this belief, Bard Early College enables students to begin serious college study in place of the traditional 11th and 12th grades, at no cost to students or families. The Bard Early Colleges offer a unique home for young people’s intellectual ambition: as both tuition-free, branch campuses of Bard College and public high schools, they award a high school diploma and a Bard College Associate in Arts degree (and 60 transferable credits) by the end of the 12th grade. Students are taught by Bard College faculty in undergraduate seminar classes, all deeply rooted in the liberal arts and sciences, in Bard College’s commitment to excellence in teaching, and in Bard’s mission as a private college in the public interest.

Now entering its third decade, the Bard Early College network enrolls over 3,000 young people in campuses in Queens, Manhattan, the Bronx, and Hudson, New York; Newark, New Jersey; New Orleans, Louisiana; Cleveland, Ohio; Baltimore, Maryland; and Washington, D.C.

The ideal candidate for school secretary will be highly organized, detail-oriented, and have excellent communication skills. The School Secretary will be responsible for ensuring the smooth and efficient operation of the main office and supporting the principal in all administrative tasks.

**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
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**SELECTION CRITERIA**

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities

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| * Ability to efficiently use ATS, EIS, and FAMIS.
* 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 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.
* 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
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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