**School Name:** PS 413 - Joanne Seminara School of Law and Medicine

**District:** 20

**School Site:** 6740 3rd Avenue Brooklyn, NY 11220

**Send Cover Letter and Resume to:** [20k413info@gmail.com](mailto:20k413info@gmail.com)

**POSITIONS**

School Secretary

**DESCRIPTION**

**Our Vision**

We are dedicated to creating a joyful and inclusive learning community where all students’ cultural and linguistic backgrounds are not only celebrated but also embraced. Our students will be on track to enrich their local and global communities in different careers, including law and medicine.

**Our mission**

We will develop students’ skills academically as well as socially and emotionally to become independent thinkers and to persevere as lifelong learners. We continue nurturing a community of students that value diversity and embrace the power of overcoming challenges. We will encourage students to take risks and view mistakes as opportunities to grow and learn. One of our responsibilities is to find different entry points to meet students where they are and build their independence to continue growing academically as well as socially and emotionally.

**Our core values**

As we lead by example, administration, staff, and students will show rather than tell real examples of respect, communication and perseverance.

**Our Approach**

We believe in meeting students where they are and setting short and long term goals based on their needs. We will monitor students’ learning and adjust plans based on students’ progress. Staff will utilize a multisensory as well as inquiry approach to meet the needs of all students in all content areas. We strive to empower our students and build their independence by consistently building connections between prior experiences and new learning. Students will engage in interdisciplinary activities where they will apply and transfer new learning in their daily learning.

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.
* In-house student, family and community events

*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 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 * 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 ATS, EIS, and FAMIS. * Ability to maintain student records and schedules and coordinate all purchases of textbooks, equipment, and supplies. * 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. * Ability to effectively communicate orally and in writing with colleagues, parents, students, and the community. |

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