**School Name:** Motion Picture Technical High School - 30Q367

**District:** 30

**School Site:** 47-10 Barnett Avenue Queens, NY 11104

**Send Cover Letter, Resume and Portfolio to**: MotionPictureTechNYC@gmail.com

**POSITIONS**

School Secretary

**DESCRIPTION**

**Motion Picture Technical High School: Our Mission**

At Motion Picture Technical High School, our mission is to illuminate the path for the next generation of filmmakers and technical experts in the film and television industry. Through a rigorous, hands-on curriculum that marries the art of storytelling with the science of film production, we are committed to fostering a diverse, inclusive environment where creativity and innovation can thrive. Our goal is to empower students with the knowledge, skills, and real-world experience necessary to excel in the dynamic landscape of motion picture production, while also instilling a deep appreciation for the power of film as a medium for social change. At Motion Picture Technical High School, we believe that every student has a story worth telling.

An eight-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
* 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
* Performing all aspects of the procurement system within the school
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**SELECTION CRITERIA**

The successful candidate will demonstrate:

* Willingness to carry out the above duties and responsibilities

| * Ability to efficiently use FAMIS, ATS, EIS, STARS, SESIS, and FAMIS
* 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, 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
* 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