**School Name:** MS 644 - Bronx Debate Academy

**District:** 09

**School Site:** Aurelia Greene Campus, 1302 Edward L Grant Hwy, Bronx, NY 10452

**Send Cover Letter and Resume to:** newschool644@gmail.com

**POSITIONS**

School Secretary

**DESCRIPTION**

MS 644 is a Dual Language Spanish-English, Debate, and Experiential Learning school. All languages of students are welcomed! Students will either take Dual Language classes in both Spanish-English or students will have classes in English with a Spanish Elective. Each content area will utilize debate and experiential learning in their instruction in order to connect the classroom to the real world. Students will have trips each Marking Period. In 8th grade, all students will take regents in Algebra, Biology and U.S. Government. Also, we will offer SHSAT preparation courses for Specialized High Schools. During our expanded learning and afterschool time, all students at MS 644 will be exposed to a variety of enrichment activities: the arts, sports, different clubs, and the debate team. Additionally, we will have a Saturday Academy that provides both academic and extracurricular enrichments.

MS 644 New Vision Statement

To develop students who are free to think, serve, and lead themselves and their communities.

MS 644 New Mission Statement

To develop young leaders and independent thinkers through debate who grow personally, academically, and professionally.

Our Slogan

Think - Serve - Lead

Our Approach

| Language | Debate | Performative Assessments  |
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| Dual-Language Spanish-English AcademyEnglish as a New LanguageRequired Second LanguageLanguage Immersion | Argument-Based InstructionDebate ClassDebate Tournaments | Portfolio-Based AssessmentsProject-Based AssessmentsOral Presentations |

We are seeking to hire staff with a commitment to instructional growth, leadership growth and collaboration, and a commitment to our core values, our LAURELS, which represents who we are and what we do:

1. **L**ove: We can all love.
2. **A**chievement: We can all learn.
3. **U**buntu: We are all interdependent.
4. **R**espect for Culture & Identities: We all have language.
5. **E**ffectiveExpression**:** We all have a voice.
6. **L**eadership: We are all leaders.
7. **S**ervice: We can all serve.

8-Day Summer Planning Institute

A 8-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.
* 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

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