**School Name:** MS 407- School of Technology, Arts, and Research

**District:** 20

**School Site:** 650 86th Street, Brooklyn, NY, 11228

**Send Cover Letter and Resume to:** MS407hiring@gmail.com

**POSITIONS**

School Secretary

**DESCRIPTION**

Mission: At MS 407, we will work to maintain rigorous, high-quality instruction for all students. Our mission is to provide an educational program that positions our students to become contributors to our community and society on a local and global scale. We aim to provide an instructional environment that, at its core, will be equitable, accessible to all, engaging, and unique to our school community. Students will engage in learning experiences that allow them to explore their passions, build collaborative relationships, advocacy, and student agency.

* MS 407 will be a school that leverages teachers’ passions in the development of the instructional program, offering students a unique instructional experience during the school day.
* MS 407 will utilize a collaborative, project-based learning approach in the development of curriculum, and instructional practices.
* MS 407 is looking for team members who are committed to an inclusive teaching environment that is supportive of a diverse student body.
* MS 407 will be a school that engages the community and all its stakeholders in a continuous effort to sustain high-level instruction for all students.
* MS 407 will offer a District Superintendent Program, designed for an accelerated learning track which will result in high school course offerings.
* MS 407 will offer a NEST Program, supporting students with Autism Spectrum Disorders (ASD).

MS 407 is looking for a school secretary with a commitment to engaging our stakeholders and team members in these tenants.

A 5-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.
* Parent Engagement 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:

| * 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 perform general office management tasks, to work in a fast-paced, multifaceted new school environment, including the ability to multitask.
* Ability to process school-wide payroll, and efficiently use ATS, EIS, STARS, SESIS, and FAMIS.
* 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.
* Willingness to learn new skills and participate in professional development activities.
* Ability to effectively communicate orally and in writing with colleagues, parents, students, and the community.
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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