**SCHOOL SECRETARY VACANCY CIRCULAR**

**School Name:** P.S. 331

**District:** 20

**School Site:** 6312 13th Avenue, Brooklyn NY 11219

**Send Cover Letter and Resume to:** ps331bkjobs@gmail.com

**POSITIONS**

Secretary

**DESCRIPTION**

At P.S. 331, we envision a nurturing and inclusive learning environment where we firmly believe that every student can and will acquire the essential skills necessary for success in life. Our commitment is to foster 21st-century global citizens, empowering graduates with a profound understanding of entrepreneurial pathways, sensible financial knowledge, and proficiency in strong communication and technology skills. With a dedicated focus on a world language.

**P.S. 331 School Vision:**

Our vision is to **cultivate well-rounded next generation global citizens.**

**P.S. 311 Mission Statement(3Es):**

Our mission is to provide a comprehensive educational experience that not only supports our students to flourish academically but also socially, and emotionally, laying the foundation for a lifetime of success and fulfillment.

As a school community, we will implement our 3Es:

* **Empower** students to self-advocate, and self-love to foster a strong sense of identity and purpose.
* **Explore** innovative technology, financial literacy, and entrepreneurial pathways to solve real-world problems and anticipate future job opportunities.
* **Engage** diverse communities to promote cross-cultural appreciation, prioritize teamwork, and develop ethical leaders who value integrity, empathy, and social responsibilities so that they can contribute positively to the increasingly interconnected world.

**P.S. 311 Core Values(5Cs):**

* Compassion,
* Courage
* Commitment
* Creativity
* Community

A 4-day summer planning institute will offer an essential opportunity for staff to be involved in developing the school’s culture and instructional program. Additionally, the school will offer opportunities for staff to participate in:

* Before/After school and/or Saturday tutoring, enrichment, sports, arts, family and community engagement activities
* 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**

New York State certification in the appropriate content area, bilingual Chinese and/or Spanish preferred with satisfactory ratings and attendance.

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**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 the 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

**Selection Criteria:**

The successful candidate will demonstrate:

Willingness to carry out the above duties and responsibilities

* Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols.
* 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 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.

* Ability to work in a fast-paced, multifaceted new school environment, including the ability to

multi-task

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