

SCHOOL NAME: Civic Leadership Academy

District: 24

School site: Elmhurst Educational Campus, 45-10 94th Street, Elmhurst, NY 11373

Send cover letter and resume to: hiring@CLAQueens.org

POSITION:

Subject to a sufficient budget, a position in the school may include, but may not be limited to, the following license:

High School Secretary. *Fluency in Spanish preferred.*

DESCRIPTION:

The Civic Leadership Academy is a high school offering a college preparatory program with an emphasis on youth development through service learning. We will open in September 2008, beginning with a 9th grade. We are committed to meeting the diverse learning needs of our students and helping them excel in all academic areas. We are guided by three core values – **commitment to learning, commitment to community and empowerment** – which promote the social, emotional, and academic development of our students by helping them become independent, critical thinkers who are assets to their communities.

**ELIGIBILITY
REQUIREMENTS**

New York City School Secretary License with satisfactory ratings

DUTIES AND RESPONSIBILITIES:

Because staff roles in small schools are varied and complex, first priority will be given to applicants who demonstrate in their resume and cover letter experiences which demonstrate the willingness to become involved in these essential aspects:

- Perform School Secretary tasks in support of the learning community and focus of the school.
- Cooperate as an active and involved member of the Civic Leadership Academy community in the school's development.
- Demonstrate ability to communicate and interact effectively with all students, parents, staff and education partners and community based organizations.
- Perform payroll, purchasing and supply duties using DOE systems and Microsoft applications

SELECTION CRITERIA:

The successful candidate will demonstrate:

- Ability to efficiently use FAMIS, Fastrack, ATS, EIS and other DOE purchasing protocols and systems as well as perform general office management tasks
- Ability to execute school-wide payroll
- Ability to maintain student records and schedules; maintain budget records for the school and coordinate all purchases of textbooks, equipment, and supplies
- Ability in utilizing office equipment and software such as Microsoft Office Suite (Word, Excel, Internet Explorer, Outlook), with organizational skills to maintain payroll, purchasing and inventory records
- Ability and/or willingness to learn advanced skills in Microsoft Excel and accounting and inventory programs
- Ability and/or willingness to work effectively in a small school setting, requiring the ability to multi-task and communicate effectively
- Evidence of verbal and written communication skills as well as self-motivation and initiative
- Willingness to learn new skills and participate in professional development activities
- Knowledge of the legal requirements regarding student and employee records
- Satisfactory rating, attendance and punctuality

Applicant should provide 3 references

WORK SCHEDULED AND SALARY:

As per Collective Bargaining Agreement.