



THE NEW YORK CITY DEPARTMENT OF EDUCATION

MADELENE S. CHAN, Community Superintendent

COMMUNITY SCHOOL DISTRICT 24

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Teresa Caccavale
Deputy Superintendent

James Leahy
Field Support Liaison

Beth Tekverk
Director of Early Childhood

Eleanor McNamee
Family Leadership Coordinator

Susana Santacruz
Family Support Coordinator

Lourdes Pena
Administrative Assistant

**PER SESSION VACANCY
NOTICE # 002**

**2021 – 2022
(CONTINGENT UPON FUNDING)**

Post Date: 6/14/21
Deadline: 6/30/21

POSITION: Secretary Per Session for D24 NYSIP Grant

LOCATION: Various Locations in District 24 or Remote

ELIGIBILITY: Appointed NYCDOE licensed School Secretary who is currently staffed in District 24

SELECTION CRITERIA:

- Satisfactory service in license for a minimum of 5 years
- Satisfactory record of attendance and punctuality
- Demonstrated knowledge of payroll/personnel procedures
- Demonstrated knowledge of pupil accounting procedures
- Demonstrated knowledge of school accounting systems and procedures
- Demonstrated knowledge of school office practice and procedures
- Demonstrated knowledge of FAMIS, purchasing and payroll
- Demonstrated knowledge of DOE structure and organization
- Demonstrated knowledge of job requirements and union benefits
- Ability to work well with others and complete tasks in a timely manner
- Able to communicate and work well with colleagues using collaborative software
- Prior experience supporting NYSIP Grant activities

DUTIES AND RESPONSIBILITIES:

- Entering per session, per diem and other payroll activities
- Various clerical work as directed by District Administrators
- Procurement and purchasing for grant
- Creating documents and reports for submission to NYSED
- Translate spoken and written English into other languages

SALARY: As per the Collective Bargaining Agreement

WORK SCHEDULE: As needed between July 1, 2021 - June 30, 2022. Approximately 50 hours for two positions. Subject to budget availability.

APPLICATION: Application Form OP175 (available on DHR Website), copy of Dept. of Education license and resume must be received no later than July 1st, 2021.

APPLICATION INSTRUCTIONS: Visit <https://www.csd24.com/PerSession> to apply and submit resume

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

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