Vacancy Notice: Secretary
Posting: 2617
FLSA Status: Non-exempt
Department: Preschool
Hourly Rate: $15
Reports to: Office Manager
Employment Status: CSEA Full-time
Schedule Hours: Monday to Friday 8:30am to 3pm
Work Location: Preschool
Posting Opens: August 9, 2019
Posting Closes: August 23, 2019

Main Purpose of the Position:
Provides administrative support to the program working in conjunction with the Education Director, Office Manager and other staff.

Essential Functions:
- Assists Education Director and Office Manager as directed
- Coordinates all intake information, referrals and evaluations
- Arranges and coordinates all intake information and forwards to the Committee on Preschool Special Education (CPSE). Maintains contact with district CPSE’s to schedule appointments and insure the process is handled in accordance with New York State Department of Education Department/Department of Education (DOE) guidelines
- Responsible for copying and providing all Annual Reviews, Requested Reviews and Initial Review packages to the district CPSE’s and staff. Tracks scheduling of AR’s with Education Supervisor
- Responsible for copying and providing all Turning 5 materials to district CPSE’s. Maintains tracking of NYC Committee on Special Education “Turning 5” visits
- Arranges State Education Department (SED) approved evaluations for children with clinicians both on staff and contracted with GEC in accordance with DOE timelines
- Inputs student data entry and maintains student electronic documents
- Responsible for First Attend Date tracking
- Maintains copies of purchase orders
- Gives tours of the preschool for prospective families
- Assists in closing out files of non-returning students at end of each school year and prepares new files for incoming students
- Works reception desk as needed
- Submits Assistive Augmentative Communication device requests
- Provides Meal Program coordination ensuring an accurate daily account of meals to be ordered and received, and compiles a monthly statistical report detailing total meals received each month. Tests and records the temperature of one meal each day to ensure food is properly cooked and heated to required specifications
- Attends Child & Adult Care Food Program (CACFP) training as required
- Maintains all student files; filing on a daily basis to ensure all files are up-to-date. Closes out files of non-returning students at end of each school year and prepares new files for incoming students
• Meets all buses each morning and takes student attendance to ensure all students who are expected each day have arrived at the school, and to ensure accurate reporting to SED. Records the arrival time of each bus
• Provides translation and ongoing parent communication for non-English speaking families as needed and coordinates intake day for non-English speaking families
• Gives tours of the school for prospective families
• Informs maintenance staff on a monthly basis what office and/or classroom supplies are needed from the supply room
• Submits referrals to districts for evaluation appointments. Makes appointments and assists parents to complete student admissions forms
• Tracks receipt of payment envelopes for student picture day, and ensures payments are correct
• Distributes and collects iPads each day. Charges each iPad to ensure they are ready for use the next day and secures them in a locked area in order to prevent theft
• Receives and copies approximately 200 reports each calendar quarter from the IEP Coordinator. Places copies in each student’s file and in each classroom mailbox for distribution to each classroom teacher. Provides other photocopying on an as needed basis
• Provides classroom coverage as needed (if Certified Teacher’s Assistant)
• Maintains regular attendance and punctuality
• Performs other related duties as assigned

Knowledge Skills and Abilities
• Knowledge of and ability to follow Agency and departmental policies and procedures
• Good written and oral communication skills; ability to communicate effectively with staff and parents
• Ability to maintain confidentiality; ability to maintain accurate records and pay close attention to detail
• Good arithmetic skills
• Excellent interpersonal skills
• Ability to work in a team environment
• Knowledge of and ability to use a computer and work in a Microsoft Office/Excel environment
• Ability to work independently and use appropriate judgment

Qualifications
• High School Diploma; Associates Degree preferred
• Bilingual (verbal and written) a plus
• Teacher Assistant Certification is a plus
• Prior related school office experience in school policies and procedures as it relates to the NYC Department of Education a plus

Interested employees must submit an internal application explaining experience. If you have a resume that better describes your experience, please include it with your internal application. All interested employees who meet the requirements will be interviewed for this position.

To apply, please email rstaiti@gecbklyn.org, fax to 347-560-2350 or hand deliver to Human Resources.