



**FLUSHING HIGH SCHOOL**  
(Subject to Funding Availability)

**Position:** Secretary – YABC

**Description:** Young Adult Borough Centers (YABC) are evening programs designed specifically for overage and under-credited students who want to earn a high school diploma. Students must be 17 years of age or older with at least 17 high school credits. Once enrolled, students may attend classes up to 5 nights a week. In addition to required courses, YABC programs offer students individual and group counseling, academic tutoring and test preparation, job and career development, and college preparation.

**Location:** Flushing High School, 35-01 Union Street, Flushing New York 11354

**Eligibility Criteria:** Tenured Licensed Secretary

**Selection Criteria:**

- o Excellent record of attendance and punctuality
- o Demonstrated ability to work with supervisors and other school-based staff
- o Excellent record as a school secretary
- o Minimum of 3 years of high school experience
- o Knowledge of ATS, FAMIS, FastTrack, Galaxy, HSST, and EIS
- o Demonstrated knowledge of performance and standards based assessment
- o Excellent office management skills
- o Excellent written and oral communication skills
- o Willingness to work collaboratively with community-based partners

**Duties and Responsibilities:**

- o Work under the direct supervision of the school site supervisor.
- o Fulfill routine secretarial tasks including word processing, phone calling, attendance scanning, filing and correspondence.
- o Prepare payroll, pupil accounting data, scholarship information and other reports.
- o Order supplies, equipment and textbooks.
- o Work collaboratively with CBO partnership.
- o Other duties and responsibilities that the individual district may require in accordance with the UFT Collective Bargaining Agreement.

**Work Schedule:** 2:30 PM to 7:30 PM 2-5 days per week (Within these hours, daily schedules may vary)  
Fall Term Begins: August 31<sup>st</sup>, 2010 Ends: January 31<sup>st</sup>, 2011

Additional hours outside of this schedule may be required as needed.

**Salary:** Current per session rate as per UFT Collective Bargaining Agreement

**Application:** Please forward a letter of application, along with OP175 and / or OP175W to:  
Andy Szeto, YABC Director  
Flushing High School,  
35-01 Union Street  
Flushing, New York 11354

**Application Deadline:** No later than close of business on June 18<sup>th</sup>, 2010

Service exceeding the number of hours specified in the most current personnel memorandum concerning per session hours and/or service in one or more Per Session activities in a per session school year requires prior approval of the Executive Director of Human Resources. The appropriate Chief Administrator, -the Regional Superintendent, must make the request in writing (Form OP 175W) and receive written approval before the person can begin working in the activity. The request should be sent to the Division of Human Resources- Per Session Monitoring Unit at Room 405, 65 Court Street, Brooklyn NY, 11201. For details, please refer to Chancellor's Regulation C-175 dated August 27, 1990.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/H**  
**New York City – Department of Education**  
**For School Year 2010-2011**

**APPROVED BY:** \_\_\_\_\_ **AUTHORIZED BY:** \_\_\_\_\_