



BOSTON DAY AND
EVENING ACADEMY

The Boston Day & Evening Academy Horace Mann Charter School Seeks a **SCHOOL SECRETARY** School Year 2021-22

Boston Day and Evening Academy (BDEA) is seeking an extraordinary **SCHOOL SECRETARY** to work in our school. BDEA is an innovative public high school whose mission is to serve students who are overage for grade level, many of whom have experienced life challenges that have impeded their education. Working with experienced faculty in an environment that blends strong academics and support, students are given the opportunity to earn a Boston Public Schools diploma and to reach their fullest potential through a competency-based curriculum that inspires critical and creative thinking, independent learning, and active citizenship. As a competency-based school, BDEA does not have grade levels. Our extended program, beginning at 8:00 am and running until 4:30 pm serves students with different academic needs up to age 23, including those who are being promoted from middle school without being academically prepared for high school; those who have dropped out of high school and have decided to return to earn a diploma, and those who are unable to attend regular school hours due to health issues, full time work and/or full time parenting obligations. The school employs 50 full and part-time staff to work with 405 students and is governed by an active Board of Trustees.

Under the direct supervision of the BDEA Operational Manager, and using appropriate and current technology, the **SCHOOL SECRETARY** will manage all tasks for the school's main office operations.

Job responsibilities and duties:

1. Manages main office operations including preparation of correspondence, reports and notices.
2. Maintains school files and support input into school data systems (CONNECTS, ASPEN, Powerschool) and provide administrative support to Data Manager on routine and special data projects.
3. Greets and assists visitors in a professional manner.
4. Performs general correspondence- retrieves from central office, sorts and distributes mail.
5. Maintains confidentiality of records, communications and information as appropriate.
6. Answers telephone and general inquires in a professional manner and redirects calls where appropriate.
7. Operates office machines.
8. Coordinates daily substitute assignments by maintaining a list of on-call subs, receives calls from staff who will be absent and calling substitutes as needed for classes, and to monitor MCAS administration.
9. Gather staff supply requests 2x a month place orders, receive orders and distribute or store supplies in an orderly fashion in our supply closet.
10. Inputs and monitors information relative to requisitions, supplies and repairs of office equipment and building: maintain updated inventory to avoid duplication or depletion of supplies.
11. Place all work orders including clocks, bells and building maintenance.
12. Create, print and organize student awards every trimester.
13. Assist with school events and maintain bulletin boards to boost school spirit.
14. Assist registrar with distribution of bus passes with each new cohort of students.
15. Prepare binder of materials for board meetings.

16. Assist Admission Manager and other administrators with preparation of material, phone calls and data entry.
17. Performs related duties of similar nature as requested by supervisor and/or Head of School, to assure smooth school function.

Terms

Status: (Full-time) Administrative Guild, Grade 19 position. As a Horace Mann Charter School, employees are paid a competitive salary in accordance with the BPS guild pay scale. The employee will be required to adhere to the work conditions, including calendar, schedule and flexibility established by the School.

The hours for this position are 8:00 am-4:00pm, Monday through Friday. Other benefits include Medical and Dental benefits, eligibility for City of Boston retirement. This position is subject to City of Boston Residency requirement.

Qualifications (Required)

- Has a high school diploma; associates degree preferred
- Strong technology skills, proficient with word processing, Microsoft office, typing, mail merge and database management
- Has excellent communication (written and oral) and organizational skills
- Proven capacity to learn quickly and continuously
- Acute attention to detail and project completion
- Passion for coordinating multiple 'moving parts' (logistics, schedule, calendar etc)
- Has experience working in a fast-paced, challenging environment
- Is able to be flexible, non-judgemental and is a creative problem solver.
- Be able to interact with young adults and their families in a respectful and caring manner
- Adhere to BDEA's non-discrimination policy (see below)

Preferred (one or more)

- Bilingual in Spanish, Cape Verdean or Haitian Creole a strong plus.
- Has experience working with a variety of community organizations and resources
- A sense of humor

Application Procedure

Apply through Boston Public Schools' Human Capital website:

<http://www.bostonpublicschools.org/domain/19>.

Boston Day and Evening Academy, in accordance with its non-discrimination and zero tolerance policy, does not discriminate in its programs, activities, facilities, employment and educational opportunities on the basis of race, color, age, disability, sex/gender, gender identity or expression, religious beliefs, national origin, ancestry, retaliation, sexual orientation, genetics or military status and does not tolerate any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work.