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**HIGH SCHOOL - SECRETARY**

**FULL – TIME POSITION**

**SALARY RANGE: BASED ON EXPERIENCE**

**School Description:**

Eugenio María de Hostos Charter School is in its 20<sup>th</sup> year of operation as a K-12 school, serving over 900 students. EMHCS offers a dual language program in grades K-2 and a Spanish Language Arts program for grades 3-12. Our school is fortunate to have staff, students and parents working together to create partnerships for learning.

**Summary of Position:**

The office secretary will provide direct support to academic staff, including principal and assistant principal and manage the day to day office operations.

**RESPONSIBILITIES:**

- Meet and interact with public and employees in routine situations.
- Provide a variety of clerical duties.
- Coordinate student transportation.
- Support to front office.
- Give information and interpretations of policies or procedures related to school activities.
- Establish, maintain and monitor accurate, electronic and manual filing systems.
- Prepare letters, memoranda, reports, bulletins, handbooks and other school materials.
- Compiles information from various sources on a variety of standardized forms.
- Ability to handle confidential information with complete security.
- Assist with and log fire, earthquake and emergency drills.
- Maintain classroom key distribution and record – keeping.

**All employees of the Eugenio María de Hostos are expected to demonstrate:**

- A commitment to the vision and mission of the school
- Acceptance, appreciation and respect for cultural diversity
- A commitment to continuous professional growth
- A commitment to work cooperatively and effectively with other staff members
- A sense of flexibility in working with an expanding school
- A commitment and passion for improving the education of children
- The ability to reflect on one's own performance
- Attend trainings and receive certifications

**REQUIREMENTS:**

Experience with Children

Excellent knowledge of MS Office

Proficiency in English and Spanish is required

Computer Skills

Ability to communicate effectively and help others.

Exemplary planning and time management skills

Ability to multitask and prioritize daily workload

High level verbal and written communications skills

**EDUCATION:**

Bachelor Degree preferred or

Associate Degree with equivalent experience (two years clerical / secretarial experience)

Email Resume, Cover Letter and References to [careers@emhcharter.org](mailto:careers@emhcharter.org)