

BOARD OF EDUCATION OF THE CITY OF NEW YORK
DIVISION OF PERSONNEL

November 8, 1976

TO COMMUNITY SCHOOL BOARD PRESIDENTS, ALL SUPERINTENDENTS, EXECUTIVE DIRECTORS, DIRECTORS, HEADS OF BUREAUS AND PRINCIPALS OF ALL DAY SCHOOLS

Ladies and Gentlemen:

Please bring the following to the attention of your staff. One copy of these regulations is to be filed as Section 6AA of the Manual of Personnel Policies and Procedures.

DUTIES OF SCHOOL SECRETARIES
AND APPROPRIATE CLERICAL DUTIES OF NON-PEDAGOGICAL PERSONNEL

1. AUTHORITY AND PURPOSE OF REGULATIONS. These regulations are issued by order of the Chancellor in a decision at Step 3, May 21, 1976, to clearly set forth those secretarial and clerical duties which are within the scope of those holding the license of School Secretary and those which may be performed by others such as School Aides, Paraprofessionals and Substitute School Secretary-Interns. Since the greatest care must be taken to avoid assigning those tasks or duties which might be construed as being the proper duties of School Secretaries to others, it is important that the following information and guidelines be brought to the attention of members of your staff so that duties will be properly assigned to those whose title requires their responsibility in that area.

2. SCHOOL SECRETARY. The School Secretary is a regularly licensed annual pedagogical employee who performs secretarial services of both a general and often of a confidential nature related to the functioning and general administration of the school or office to which assigned or of the school system, excluding custodial care of children. An applicant for such a license must meet the requirements of a prescribed amount of college education, including specific education courses related to the license, must present evidence of prescribed approved outside business experience, and must demonstrate professional competence in stenographic and typing skills, operation of office machines, and an ability to compose letters requiring English skills. The duties and responsibilities of a School Secretary working in a school include the following.

2.1 Official Directives. Interprets and applies regulations and instructions contained in general and special circulars and other official memoranda; disseminates information and materials to staff as needed.

2.2 Reports. Maintains necessary records and worksheets, compiles, prepares and signs official statistical and general reports as required in connection with the areas of pupil accounting, personnel, requisitions and supplies, school funds and finance, such as petty cash and cash expenditure funds, and related matters.

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2.3 Personnel Matters. Keeps staff advised of latest requirements related to absence, leaves, and related matters, securing, reviewing and forwarding the necessary application forms, as well as referral and followup of inquiries as needed.

2.4 Records. Responsible for preparation and maintenance of general and confidential records for staff personnel and pupils, including personnel files, cumulative absence reserve records and time cards; transfer and disposition of records when necessary; transcripts of records requests and related inquiries.

2.5 Payrolls. Prepares and types payroll service reports, based on official timekeeping records, for pedagogical and non-pedagogical staff (including school aide and paraprofessional payrolls, and school lunch payrolls where these are required but excluding custodial staff payrolls). Certifies as to the distribution of paychecks and follows up on any discrepancies involving underpayments, overpayments and returned checks.

2.6 Requisitions and Supplies. Ordering (on levels where required) and typing of requisitions. Typing of inventories of supplies and equipment.

2.7 Professional Competence. Takes dictation, transcribes, prepares general correspondence and confidential reports for principal or other designated supervisor, including but not limited to such items as lesson observation reports, guidance reports, probationary service reports and other related items as may be required for staff and pupils. Prepares and reproduces materials related to general school administration, such as faculty conference notes, bulletins, circulars, programs, schedules and school-wide letters to parents.

2.8 Office Management. Ability to organize duties to meet due dates, attention to physical appearance of office, maintenance of files and filing system, bulletin boards, mailboxes, office supplies; handling of incoming and outgoing mail; handles telephone communications, including switchboard, as may be required daily in general office, such as calling of substitutes for absent teachers. Also serves as receptionist in general office of school.

3. SCHOOL AIDE. The School Aide is paid on an hourly basis and holds a non-competitive title. Application for a position is made directly at the school level. To qualify for this position the applicant must be a graduate of an elementary school or a satisfactory equivalent. The following is a general statement of duties and responsibilities:

Under direct supervision of the principal or of a teacher, relieves the teacher of school activities which do not require teaching or other professional skills, or assists the teacher in charge of the lunchroom in routine aspects of the school lunch program; performs related work.

Examples of typical tasks appropriately assigned to School Aides would be:

3.1 Relieves teachers of yard, hall, lavatory, study hall and other monitorial and patrol duties.

3.2 Handles, stores and distributes textbooks, instructional supplies and materials, audio-visual equipment and materials, special materials for museum exhibits, science fairs, health education, art, Red Cross, auditorium programs, etc. Maintains inventories.

3.3 Accessions and mends classroom and central-library books.

3.4 Acts as assistant to school treasurer. Collects funds such as school bank, Current Events, G. O., lunch, milk, etc. Receives monies and records from the classroom teachers. Counts and deposits money. Transmits orders for lunches and milk. Prepares weekly lunch reports.

3.5 Assists with classroom clerical work of a routine nature including operation of duplicating equipment.

3.6 Checks reports, notes, library lists, etc.

3.7 Handles the arrival and departure of children transported to school by bus.

3.8 Directs the school service squad in checking milk deliveries, in distributing milk to the classrooms, in collecting containers, and in storing milk for later distribution.

3.9 Assists in maintaining order in the lunchroom. Receives the children in the lunchroom, directs them in hand washing, in disposal of wraps, and in lining up for lunch service.

3.10 Facilitates the service of lunch to young children. Assists older children in obtaining lunch. Oversees the return of dishes and utensils and the disposal of refuse.

3.11 Other clerical tasks would include the sending of pupil absentee postal cards and the issuance of subway and bus passes.

4. PARAPROFESSIONALS. Those holding paraprofessional titles may only perform clerical duties which are incidental to the main tasks to which they are assigned. Clerical duties would be related to the following functions, as for example, indicated under Family Worker or Educational Assistant:

4.1 Family-Worker. Under the supervision of the teacher or Project Coordinator, visits homes of, meets with, and encourages parents to participate in school life, identifies special family needs, consults with Social Worker regarding referrals of family, and accompanies family on visits to public and private agencies, assists with recruitment and registration of children; checks on absentees by visiting homes; escorts children to and from school; assists teacher in classroom when necessary in the performance of family worker tasks; performs related work.

4.2 Educational Assistant. Under the supervision of a licensed teacher in a classroom, participates in daily and long-range planning; works with small

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groups or individual children so the teacher can work with a large group; or works with large groups of children so the teacher can work with small groups or individual children; assists in classroom activities; guides children in working and playing harmoniously with other children; alerts the teacher to the special needs of individual children; escorts children to toilet and assists in washing and toileting; performs related work.

5. SUBSTITUTE SCHOOL SECRETARY-INTERN. Those holding this title may only perform stenographic services for assistant principals--supervision in day high schools.

6. QUESTIONS RELATING TO THESE REGULATIONS: May be addressed, preferably in writing, to Mrs. Jacqueline Kahn, School Secretary Training Program, 65 Court Street (Room 714), Brooklyn, New York 11201 (telephone: 596-8194). The many difficulties imposed by the fiscal crisis are understood. However, assignments and personnel practices which violate the contractual rights of employees are not permitted. Strict adherence to the guidelines set forth above will preclude any possibility of improper excessing and the heavy costs which may arise therefrom, as well as helping to maintain a system which values and respects the functions which are proper within each title.

Very truly yours,

FRANK C. ARRICALÉ, II
Executive Director