

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN CAPITAL
65 COURT STREET
BROOKLYN, NY 11201

PERSONNEL MEMORANDUM #5, 2018-2019

May 15, 2019

(Updated September 9, 2019)

TO: All Superintendents, Heads of Offices, Principals, NYCDOE Borough/Citywide Office Executive Directors, NYCDOE Borough/Citywide Office Senior HR Managers and NYCDOE Borough/Citywide Office Human Resources Directors

FROM: Tomás Hanna
Chief Human Capital Officer
Division of Human Capital

SUBJECT: Requirements for School Secretaries

This memorandum supersedes Personnel Memorandum No.19, 1999-2000 and explains the hiring process and the requirements for school secretary differentials (Educational and Professional Differentials.)

HIRING PROCESS FOR SCHOOL SECRETARIES AS OF OCTOBER 2014:

In order to effectively meet the needs of Principals for qualified School Secretaries, the Division of Human Capital (DHC), working in collaboration with the United Federation of Teachers (UFT), has established the following process for the hiring of School Secretaries outlined below.

Schools must be aware that in addition to the applicant meeting the minimum requirements for employment as outlined below, it is necessary for the Principal to begin the hiring process by nominating the qualified applicant in Galaxy based on a clear, budgeted vacancy in the school's Table of Organization. Only after a nomination has been placed in Galaxy, will the applicant receive an official email from DHC containing instructions on how to complete the required processing.

Important note:

Prospective school secretary applicants **must not** be sent for processing until the hiring Principal has nominated them in Galaxy and they have received an official email from DHC with instructions on required processing.

REQUIREMENTS FOR SCHOOL SECRETARIES:

Option 1: Individuals may be appointed if they have the following:

Minimum Requirements:

- Principal nomination in Galaxy reflecting a clear, budgeted vacancy
- Baccalaureate Degree
- One (1) year approved office, clerical or secretarial experience
- Teacher Support Network (TSN) Application
<https://nyc.teacherssupportnetwork.com/ntf/Home.do>
- Fingerprint & background clearance (fingerprint fee required)
- Documentation verifying eligibility:
 - Official Transcripts from College/University verifying degree (Student copy acceptable)
 - Signed letter on company/employer stationery confirming prior employment experience
- No Application fee required

DHC will issue a secretary license with a two (2) year expiration date, can be appointed in place.

To Meet Maximum Requirements, School Secretaries appointed under Option 1 would have:

Two years to complete the following maximum requirements:

- ✓ Two (2) semester hours of a course in school records and accounts
- ✓ Completion of the workshops:
 - Child Abuse Identification workshop <http://www.childabuseworkshop.com/>
 - School Violence Prevention (SAVE) workshop <http://www.violenceworkshop.com/>
 - Dignity for All Students Act (DASA) workshop
<http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- ✓ New secretary NYCDOE training workshop at: www.frontlineeducation.com

Option 2: Individuals may be appointed if they have the following:

Minimum Requirements:

- Principal nomination in Galaxy reflecting a clear, budgeted vacancy
- Associate's Degree and
 - Two (2) years approved office, clerical or secretarial experience
- Teacher Support Network (TSN) Application
<https://nyc.teacherssupportnetwork.com/ntf/Home.do>
- Fingerprint & background clearance (fingerprint fee required)
- Documentation verifying eligibility:
 - Official Transcripts from College/University verifying degree (Student copy acceptable)
 - Signed letter on company/employer stationery confirming prior employment experience
- No Application fee required

DHC will issue a secretary license with a two (2) year expiration date, can be appointed in place.

To Meet Maximum Requirements School Secretaries appointed under Option 2 would have:

Two years to complete the following maximum requirements:

- ✓ Two (2) semester hours of a course in school records and accounts
- ✓ Completion of the workshops:
 - Child Abuse Identification workshop <http://www.childabuseworkshop.com/>
 - School Violence Prevention (SAVE) workshop <http://www.violenceworkshop.com/>
 - Dignity for All Students Act (DASA) workshop
<http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- ✓ New secretary NYCDOE training workshop www.frontlineeducation.com

Option 3: Individuals can be hired for Full Time employment as a regular substitute (5BA) and may be appointed after the maximum requirements listed below are met.

Minimum Requirements:

- Principal nomination in Galaxy reflecting a clear, budgeted vacancy
- Satisfactory evidence of graduation from a four-year high school or its equivalent
- Three (3) years approved office, clerical or secretarial experience
- Teacher Support Network (TSN) Application
<https://nyc.teacherssupportnetwork.com/ntf/Home.do>
- Fingerprint & background clearance (fingerprint fee required)
- Documentation verifying eligibility:
 - Official Transcripts/Diploma verifying high school graduation or equivalent (Student copy acceptable)
 - Signed letter on company/employer stationery confirming prior employment experience
- No Application fee required

DHC will issue a secretary substitute certificate with a three (3) year expiration date; the holder cannot be appointed until the maximum requirements have been met.

To meet maximum requirements, individuals hired as regular substitute (5BA) under Option 3 would have:

Three years to complete the following maximum requirements:

- ✓ Thirty (30) semester hours of college courses, including two (2) semester hours of courses in school records and accounts
- ✓ Completion of the workshops:
 - Child Abuse Identification workshop <http://www.childabuseworkshop.com/>
 - School Violence Prevention (SAVE) workshop <http://www.violenceworkshop.com/>
 - Dignity for All Students Act (DASA) workshop
<http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>
- ✓ New secretary NYCDOE training workshop www.frontlineeducation.com

ADDITIONAL NOTES FOR A SCHOOL SECRETARY:

Please note these additional important provisions for licensing and employment:

- School Secretary Licenses will be issued as Monolingual School Secretary in the Day Schools (license code: 4106).
- School Secretaries can acquire tenure once all probationary and eligibility requirements have been completed within the time limits set. Failure to meet all requirements will result in the termination of the license unless the applicant is granted a one time (1 year) extension by the NYCDOE

- For each year of experience as set forth above, an applicant must show paid experience satisfactory to DHC consisting of a minimum of 1200 clock hours and extending over a minimum span of approximately one calendar year.
- Experience as a paraprofessional, school aide, an educational assistant, or as an educational associate is not acceptable toward meeting the experience requirement.
- Important Note: If hiring restrictions are implemented that include School Secretaries, normal exception process through BCO's would be required prior to commencing with the hiring process. Current ATR school secretaries should be considered where excesses exist in the district or borough.

Secretarial Science/Business Office Technology and Secretarial Technologies Programs are offered at the following institutions:

- Brooklyn College
- Kingsborough Community College
- Manhattan Community College
- Queens College
- Queensborough Community College
- Bronx Community College
- Hostos Community College

*Please note that the United Federation of Teachers (UFT) also offers a course in School Records and Accounts. Effective February 14, 2019, upon providing evidence of successful completion (i.e. with a passing grade) of the two credit School Records and Accounts Course, the Board ("DOE") shall provide tuition reimbursement at the City University of New York (CUNY) rate to secretaries for the cost of such course.

HIRING PROCESS FOR PER DIEM SCHOOL SECRETARIES:

Principals begin the hiring process by nominating the qualified applicant in Galaxy for a per diem position. Only after a nomination has been placed in Galaxy, should the applicant be sent to the Licensing office located at 65 Court Street, Room 801 Brooklyn, NY 11201 for processing.

REQUIREMENTS FOR A PER DIEM SCHOOL SECRETARY:

Individuals can be hired for per diem employment as a day-to-day substitute (PDSY).

Minimum Requirements:

- Principal nomination in Galaxy reflecting a need for a per diem secretary
- Satisfactory evidence of graduation from a four-year high school or its equivalent
- Teacher Support Network (TSN) Application
<https://nyc.teacherssupportnetwork.com/ntf/Home.do>
- Fingerprint & background clearance (fingerprint fee required)
- Documentation verifying eligibility:
 - Official Transcripts/Diploma verifying high school graduation or equivalent (Student copy acceptable)
- No Application fee required

DHC will issue a per diem secretary substitute certificate with a one (1) year expiration date, this credential will automatically be renewed based on a satisfactory rating. The holder cannot be appointed or work in a full-time capacity until the minimum requirements for a secretary license has been met under Options 1, 2 or 3 listed above.

SCHOOL SECRETARY DIFFERENTIALS

I. ACCEPTABLE COURSEWORK FOR SALARY DIFFERENTIALS

- A. Courses given by regionally accredited colleges and registered business schools as well as all New York City Board of Education in-service courses are acceptable.
- B. Correspondence courses that commenced prior to September 8, 1980 are acceptable.
- C. Courses offered by business ventures or third parties (i.e., not offered by regionally accredited colleges within the region where offered) are not acceptable. In addition, correspondence courses commencing on or after September 8, 1980, video courses and courses offered via the Internet are unacceptable.
- D. Courses offered for the Professional Differential must have been taken in approved and appropriate subjects (see Section II B.)
- E. CLEP courses

II. SCHOOL SECRETARY SALARY DIFFERENTIALS

A. Educational Salary Differential.

School secretaries, including substitute school secretaries on annual salaries, who have completed at least 60 semester hours of coursework may be eligible to receive additional compensation. The issuance of the Educational Salary Differential is based on the satisfactory completion of at least 60 credits of approved coursework with any of the following:

- a degree from a regionally accredited two-year college; or
- a two-year degree from a registered business school; or
- a Bachelor's degree from a regionally accredited four-year college; or
- a high school diploma or equivalent and 60 semester hours from a regionally accredited institution which may also include CLEP exams.

Business courses appropriate to the school secretaries' license will be accepted towards fulfillment of the 60 semester hours as follows:

- Courses offered for such credit must have been completed at a business school registered by the New York State Education Department or by a similar agency in another state having similar standards of accreditation.
- All courses, which have been accepted for licensure as a school secretary, will be considered by the Office of Salary Services towards the fulfillment of the course requirements for the differential.

B. Professional Salary Differential.

School secretaries, including substitute school secretaries on annual salaries, who have completed at least 90 semester hours of coursework may be eligible to receive additional compensation. The issuance of the Professional Salary Differential is based on the satisfactory completion of at least 30 credits of approved coursework in any of the following:

- Accounting, bookkeeping and/or commercial arithmetic, banking, budgeting and/or money management (but not insurance, marketing or taxes)
- Business administration, and/or business English, finance, law, management, organization, statistics, and/or business writing
- Computer science and/or computer studies
- One foreign language (a minimum of 6 credits and a maximum of 12 credits in one language may be offered towards this differential)
- Office machines and/or office management
- Shorthand, speedwriting and/or steno typing
- Typing
- Word Processing

Except for the limitation in one foreign language, any combination of the subjects listed above totaling thirty credits may be taken.

The thirty approved credits in the specific appropriate courses, including CLEP, may be taken at regionally accredited colleges or universities, business schools registered by the

New York State Education Department or by a similar agency in another state having similar standards of accreditation and/or New York City Board of Education in-service programs.

III. APPLICATION PROCEDURE

- A. **The Office of Salary Services will not accept paper applications for salary differentials. The employee must use the online process.** Applications for salary differentials must be completed using the online application tool within the NYCDOE's [Payroll Portal](#). The online Salary Portal also provides status updates for submitted applications.
- B. When filing for the school secretary Educational Differential and/or the Professional Differential, the school secretary must submit original student transcripts which is listed on the online application.
- C. School secretaries who may be eligible for salary differential(s) should submit their online applications as soon as possible after their start date with all required documentation in order to receive the earliest possible effective date of payment.- Applicants must apply within six (6) months of appointment and/or hire date in order to be eligible for retroactivity and avoid a late filing date.

**Any questions regarding this Personnel Memorandum should be addressed to:
Division of Human Capital –HR Connect
(718) 935-4000**

C: Vicki Bernstein, Senior Executive Director, DHC
Charles Peeples, Executive Director, Office of Field and Information Services, DHC