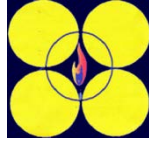


Saint Francis de Sales School for the Deaf in Brooklyn

260 Eastern Parkway, Brooklyn, New York 11225

Maria Bartolillo
Director
E-mail: school@sfdesales.org



Tel. (718) 636-4573
Fax (718) 636-4577
VP (347) 227-0891

Position: Transportation/Attendance Coordinator & Administrative Assistant
Reports to: Director
Start Date: June 1, 2018

St. Francis de Sales School for the Deaf in Brooklyn seeks a Transportation Coordinator/Administrative Assistant. This position works closely with staff and visitors of the school. This person is responsible for coordinating the busing for all students, maintaining attendance records, and general administrative duties.

GENERAL RESPONSIBILITIES

- Oversee the transportation for all students on a daily basis.
- Maintain student attendance files and ensure documentation is retained in compliance with requirements.
- Oversee the social media accounts of the school.
- Administrative duties such as filing, answering the switchboard, making announcements over the loudspeaker, sorting mail, etc.

PROFESSIONAL QUALIFICATIONS

- High School Diploma or equivalent
- Working knowledge of Facebook, Twitter, and other social media platforms
- Sign Language Proficiency, strongly preferred
- Bilingual – English/Spanish, strongly preferred

PERSONAL QUALITIES

- Capacity to manage multiple responsibilities and competing demands
- Demonstrated ability to work in a calm and respectful manner
- Commitment to fostering a collaborative, professional, and respectful work environment
- Maintain a positive, encouraging attitude to motivate others.

COMPENSATION

St. Francis offers a competitive salary commensurate with the successful candidate's experience.

ABOUT THE SCHOOL

Founded in 1960, St. Francis de Sales School for the Deaf in Brooklyn provides PreK-8 classroom learning and life skills to deaf children and their families. The school's mission is to encourage the maximum potential for

learning in each child regardless of race, creed or color. This education embraces all facets of the child – psychological, physical, social, and emotional with the goal of producing a well-adjusted deaf individual who makes maximum use of acquired skills. The St. Francis de Sales School for the Deaf is located in the Prospect Heights neighborhood of Brooklyn and is designated by New York State Department of Education as a qualified 4201 school serving students who are deaf and have special needs.

For more information about St. Francis de Sales School for the Deaf, visit us online at www.sfdesales.org.

APPLYING FOR THE POSITION

To apply, please submit a letter of application, resume, and salary expectations to:

Maria Bartolillo
Director
St. Francis de Sales School for the Deaf in Brooklyn
260 Eastern Parkway
Brooklyn, NY 11225
Careers@sfdesales.org

The review of applications is ongoing and will continue until the position is filled.

NON-DISCRIMINATION POLICY

St. Francis de Sales School for the Deaf is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.