



MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575) 464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

Posted 05/22/2025

VACANCY

Elementary Attendance Clerk

Responsibilities:

- Demonstrates effective oral and written communication skills.
- Provides telephone and receptionist services for the school and utilizes proper etiquette when using phone.
- Utilizes a word processing to type a variety of statistical and narrative reports, memoranda, vouchers, requisitions, requests, letters and other correspondence.
- Maintains student attendance on the student management database.
- Maintain accurate attendance records regarding to student suspension, tardies and student or parent sign-in/sign-outs etc.
- Accurately inputs daily attendance of students and contact parents regarding student absences as necessary.
- Makes home visits to parents/guardians, regarding truancy and student drop outs.
- Provides assistance for matters related to truancy identification and intervention.
- Prepare truancy files for students not meeting attendance requirements and submit to the appropriate administrator attending the truancy hearing.
- Issue admission slips for students returning to school: tardy slips
- Communicate with students, teachers, administrators and parents regarding attendance and related issues; make and receive phone calls and notes regarding student absences; provide student attendance information to staff and parents as requested.
- Uses copier and other machines for purposes of preparing materials for office staff and other employees.
- Attend court sessions on behalf of MAS, possibly on Fridays.
- Confidentially of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Prepare and file Affidavit for court relating to truancy through the prosecutor's office and will need to attend court when subpoenaed.
- Contact parents regarding student absences as necessary
- Plans daily schedule of work so important tasks are completed on time.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances at MAS.
- Performs other duties as may be assigned by supervisor.

Key Relationships:

- Position reports to the Building Principals.
- Interacts daily with the supervisor.
- Have direct relations with all school staff and school administration.
- Has daily contact with the public in regard to incoming phone calls, is courteous and respectful at all times.
- Has on-going contact with parents and community groups visiting the school.

Minimum Qualifications:

- Minimum of a high school diploma or GED is required.
- Demonstrated competency in office management, computer system operation, typing, filing and other applicable skills required.
- Demonstrated ability to effectively communicate with the public and with school officials including employees.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- Ten-month contract.

Working Conditions:

- Work is accomplished within a school environment.
- Often required long periods of sitting as well as working with a computer.

Applications will be accepted until Thursday, June 05, 2025.

- *ALL positions require background checks and clearance from any criminal charges prior to employment.*
- *Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

**Applications available at the MAS Administration or on our website:
maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or email:
HR@mescalero.org**