



MESCALERO "Apache" SCHOOL

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



"Mescalero Chiefs"

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VACANCY

Attendance Liaison

Responsibilities:

- Demonstrates effective oral and written communication skills.
- Provides information to parents about the school's procedures, instructional programs and roles of administrators and staff members.
- Utilizes computers and office equipment for job related purposes.
- Conducts monthly informational meetings/trainings for parents/guardians at the school.
- Provides information to parents about the resources available to them throughout the school system and community; such as the policies and services of the school and helping parents access community resources.
- Makes home visits to parents/guardians, regarding truancy and student drop outs.
- Serves as a contact person for parents to call with questions about the school services or specific activities and events.
- Coordinates with community organizations to ensure students, parents/guardians receive services.
- Coordinates with the Court systems in regards to truancy and student drop outs.
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances at MAS.
- Plans daily schedule of work so important tasks are completed on time.
- Contact parents regarding student absences as necessary
- Provides assistance for matters related to truancy identification and intervention.
- Attend court sessions on behalf of MAS, possibly on Fridays.
- Maintain paperwork that will go to court.
- Performs other duties as may be assigned by supervisor.

Key Relationships:

- Position reports to the Principal's.
- Interacts daily with the supervisor.
- Has direct relations with all school staff and 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. Associates Degree recommended.
- Valid New Mexico Drivers' License
- Demonstrates effective oral and written communication skills.
- Relates well to others.
- Demonstrates strong organizational skills.
- Trustworthy and dependable.
- Demonstrated ability to effectively communicate with the public and with school officials including employees.
- Must have firm ties to the community
- Must be committed to student excellence programs.
- 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, May 01, 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**