

MESCALERO "Apache" SCHOOL



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



"Mescalero Chiefs"

VACANCY

Posted 6.13.24

Elementary School Secretary

Responsibilities:

- Provide for administrative and clerical support services for the Principal to include the development and maintenance of a computerized data information system, the distribution of written reports and communications, receptionist duties, word processing, typing, filing and other basic office management services.
- Provide assistance to the school Principal in the preparation of required ISEP student count forms and documents for eligible students at the school.
- Preparation, collation and distribution of reports, data, and information at the direction of the school Principal that are relevant to the education program.
- Coordinate copying and printing services on behalf of the School Principal as requested.
- Conduct coordination of scheduling for and correspondence with parents of students for parent conferences, interviews and other activities at the direction of the school Principal.
- Provide assistance in scheduling of travel, meetings and other scheduling on consultation with and on behalf of the school Principal,
- Maintain the office of the Principal and the Secretary in a positive, attractive, professional and welcoming manner at all times.
- Coordinate the distribution of in-coming and out-going mail items for the school.
- Provides telephone and receptionist services for the school.
- Establishes and maintains a variety of files and record systems for employees, students and the school.
- Maintains an inventory of supplies, prepares requisitions for all authorized purchases (approved by the school Principal) and serves as the receiving clerk for the elementary school.
- Records minutes of staff and committee meetings and provides a typed summary as requested.
- Provides other administrative support services at the direction of the Principal.
- Maintains an office environment which is supportive to the needs of teachers and students.
- Keeps accurate attendance for teachers' absences.
- Provides a welcoming atmosphere to parents, guests and community.
- Conducts duties and responsibilities in accordance with the School Board's policies and procedures.
- Keep current with technical advances at MAS.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Other duties as assigned by supervisor.

Key Relationships:

- Position reports to the School Principal.
- Has 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.

Minimum Qualifications:

- Minimum of a high school diploma or GED is required. A minimum of an A.A. in Secretarial, Office Management, or other applicable degree program required.
- Demonstrated competency in office management, computer system operation, typing, filing and other applicable skills required.

- Progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.
- Minimum of 3 years' successful experience working as a Secretary in an educational system preferred.
- 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 when 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:

- Eleven-month contract.

Working Conditions:

- Work is accomplished within a school environment.
- The work is technical and does not allow for many errors.
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Often required long periods of sitting as well as working with a computer.

Applications will be accepted until 3:30 p.m. on Thursday June 27, 2024

- ***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 placed in the
drop box outside the MAS Administration building or email:
HR@mescalero.org**