



SHIPROCK ASSOCIATED SCHOOLS, INC.

P.O. BOX 1809

SHIPROCK, NM 87420

Phone: (505) 368-2100 | Fax: (505) 368-2076

www.sasischools.net

Administrative Secretary Position Description

Department	Administration	Reports To	Executive Director
Salary Range	Based on appropriate salary range	Classification	Non Certified
		Supervises	
Contract Days	260	Effective Date	
Type of Position	Full Time	Revised Date	March 15, 2023

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Shiprock Associated Schools, Inc. (SASI) are expected to conform to the following:

- Adhere to all Shiprock Associated Schools, Inc. policies and the professional and ethical behavior standards of public education.
- Interact in an honest, trustworthy and dependable manner with students, teachers, administrators, parents and the community.
- Abide by all applicable Public Education standards and Navajo Nation Laws.
- Possess cultural awareness and sensitivity.
- Maintain a valid insurable driver's license.

POSITION PURPOSE

This position provides clerical, secretarial and administrative assistance to SASI Administration.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Complies with and supports all Shiprock Associated Schools' policies and procedures.
- Integrates the school philosophy and mission statement into the area of work.
- Closely works with the Executive Director, Administrative Staff and Supervisors on a daily basis.
- Answers phones, take/distributes messages and dispatch via radio appropriately.
- Compiles and distributes reports, staff duty rosters, and delegations as required.

- Establishes, maintains, processes, and/or updates files, records, and/or other documents as required.
- Secures and protects confidentiality of all school information.
- Contacts School Board to schedule meetings, develops School Board meeting minutes, and distributes reports.
- Maintains appointments for supervisor.
- Receives and distributes all documents in a timely manner (mail, fax, etc.)
- Schedules transportation and office supply requests.
- Prepares purchase requisitions, professional development requests, travel requests, lodging, etc.
- Processes work orders, food service requests, field trips, transportation requests for staff.
- Maintains supply room inventory and keeps records of all distributions of supplies to staff.
- Maintains school equipment (copier machine).
- Attends all staff meetings in assigned department.
- Assumes responsibility for own professional growth through an on-going program of reading, workshops, seminars, conferences, and/or advanced course work at institutions of higher learning.
- Performs other duties as assigned, within your scope of practice.

MANDATORY MINIMUM QUALIFICATIONS

Experience:

Two (2) years of direct work experience.

Education:

Associate Degree in Secretarial or Business-related field, or five (5) years of direct work experience.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.
- Ability to communicate effectively and work with students, parents, staff, and community members.
- Knowledge of office machines, computers, equipment, and school programs (NASIS).
- Proficient in Microsoft Office Suite.
- Familiar with regulatory reporting is required.
- Must possess strong written and verbal communication skills.
- Ability to organize and prioritize work and to meet deadlines.

- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

PREFERRED QUALIFICATIONS

- CYMA and NASIS experience
- Bilingual (Diné/English)

ENVIRONMENT

The physical demand and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must lift and/or move 50 to 100 pounds, and may assist, move, or restrain students with greater weight when required to intervene in student safety issues. May be required to move light furniture.

While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employee may require performing extensive work at a computer display terminal.

May be required to break up fights.

While performing the duties of this job, the employee may occasionally work in outside weather conditions and be exposed to wet and/or humid conditions, temperature fluctuations, fumes or airborne particles, toxic or caustic chemicals commonly used in instruction and/or cleaning. It may be expected that the individual could be exposed to blood or other potentially infectious materials during their duties. The employee may be exposed to infectious disease as carried by students.

The employee may be exposed to bodily fluids and waste while performing duties in life skills, multi-handicapped, and some one-on-one situations.

The employee may be required to travel in school owned or leased vehicles while supervising and assisting students. Overnight travel may be required.

While performing the duties of this job the employee is regularly required to: walk, sit, use hands and fingers, reach with hands and arms, talk and hear. May be required to stand for long periods. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Evaluation:

Performance of this job will be evaluated in accordance with provisions in the Governing School Board approved SASI policies and procedures.

Mental Demands:

There are several deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO PREFERENCE

SASI and its facilities are located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to primary preference have been fully considered.

OTHER

All employees must fully uphold all principles of confidentiality and student care. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Reviewed By: _____ **Title:** _____

Approved By: _____ **Title:** _____

ACKNOWLEDGMENT

I have reviewed the content of the Administrative Secretary position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

<hr/>	<hr/>	<hr/>
Employee (printed name)	Employee (signature)	Date
 <hr/>	 <hr/>	 <hr/>
Supervisor (printed name)	Supervisor (signature)	Date