



SHIPROCK ASSOCIATED SCHOOLS, INC.

P.O. BOX 1809

SHIPROCK, NM 87420

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www.sasischools.net

Residential Secretary Position Description

Department	Residential	Reports To	Residential Manager
Salary Range	Based on appropriate salary structure	Classification	Non Certified
		Supervises	
Contract Days	240	Effective Date	
Type of Position	Full Time	Revised Date	March 17, 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 support to SASI's residential program.

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 work environment.
- Collaborates with Residential Monitors, SASI Security and other departments.
- Ensures that they office is opened and closed each day.
- Organizes and types a variety of letters, internal documents, and meeting minutes as required.

- Maintains all residential files and documents in an organized manner.
- Maintains BIE ISEP dormitory student files in an orderly and structured filing system in compliance with all BIE ISEP monitoring requirements, regulations and reporting requirements.
- Enters daily attendance into the Native American Student Information System per BIE standards.
- Purchases student art and craft activity supplies, dormitory cleaning supplies, for dormitory needs and operation, as requested, or as needed.
- Maintains and receives Dorm canteen transactions and or bank deposits to the Business Office
- Safeguards and secures all Residential program information with confidentiality.
- Receives and distributes, in a timely manner, all incoming and outgoing mail for their assigned department.
- Maintains bulletin boards in their area and post required announcements.
- Coordinates, collects, and or delivers work order requisitions for all repairs to office equipment and building repairs to the Facilities Coordinator.
- Serves as telephone operator in the department and distributes messages in a timely manner. Communicates through SASI/BIE email with Dormitory Manager, Residential Monitors, and other departmental personnel as appropriate.
- Work collaboratively with Northwest High School, SASI Kitchen, Security and Transportation Department, Administration, and other local area resources.
- Attends all staff meetings, secretary's meetings, and assist as appropriate at School related functions, as assigned.
- Transports dormitory students as appropriate to and from their local high school as needed, or assist as needed with student Home or Medical referral related to medical needs.
- Maintain visitation log, monitor dormitory entrance/exit during school hours as appropriate.
- . Communicates as needed with SASI Security and or Principal during the day when the Dormitory Manager and Residential Monitors are not available.
- 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 direct work experience.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Excellent customer service and interpersonal relationship skills.
- Ability to communicate positively and effectively and work diligently with Native American students, parents, staff, and community members.
- Knowledge of SASI Disaster/Crisis and emergency protocols
- Knowledgeable of BIE ISEP student residential record-keeping and BIE reporting procedures.
- Knowledge of Microsoft Office Applications and Google Workspace (Word, Excel, Publisher, PowerPoint, Copier, Google Doc., Google Sheets, Google Forms, and phone usage).
- Strong verbal, written, and interpersonal skills.
- Must have or able to obtain First Aid/CPR certification and a Navajo Nation food handler's permit.

PREFERRED QUALIFICATIONS

- 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 Residential 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:

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