

MESA VISTA SCHOOL DISTRICT
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

SECRETARY

Requirements:

- Perform clerical duties related to data entry, maintaining accurate records, communicating with teachers, students, and families, and contacting families.

Experience: Working in an Elementary School setting is preferable.

Skill Requirements:

- Good time management.
- Good communications skills, written and verbal.
- Discretion.
- Accuracy and good attention to detail.
- An ability to stay calm and tactful under pressure.
- Self motivation.
- Dealing with post
- Drafting letters and other documents, such as PowerPoint presentations
- Maintaining filing systems
- Answering the phone and answering queries

Preferred Qualifications:

- Qualifications: Applicants must have high school diploma or GED.

Reports to: Superintendent of schools
Salary: 2019 – 2020 – As Per Salary Schedule
Deadline: until filled

Application Procedures

Interested applicants please submit a letter of interest to:

Shayna Cordova
Human Resource Office
Mesa Vista School District
P.O. Box 440
Ojo Caliente, NM 87549
Phone: (505) 583-2645

We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.