

## **Hobbs Municipal Schools Job Description**

**Position:** Bilingual Department Secretary

**Supervisor:** Director of Bilingual Services

**General Job Description:** To assist administration, staff, and parents in any way necessary to ensure a smooth, efficient and accurate reporting and compliance of State and Federal guidelines.

**Qualifications:**

1. High school diploma or GED equivalency.
2. Experience as a secretary or equivalent work.
3. Demonstrated knowledge of basic office procedure.
4. Demonstrated knowledge and skills of computer function and operation, typing, accounting, and other related secretarial skills.
5. Demonstrated effective and stable interpersonal relationship with public and staff.
6. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
7. Translate documents and interpret as needed.
8. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project an over-all concern for personal appearance as it relates to job performance.
8. Contribute to the welfare and effectiveness of the Administration office by adhering to high ethical standards of performance and interpersonal relationships.
9. Maintain an orderly receptionist area.
10. Plan and arrange for professional development events; lodging, registration, and the documentation for.
11. Receive and assist all visitors to the Bilingual Office.
12. Properly process and maintain student language proficiency, programming, and assessment information with Skyward.
13. Properly prepare and process 20 day report changes for language programs.
14. Communicate effectively with staff with regards to program support and compliance.

15. Complete Purchasing and manage department budgets accurately.
16. Provide support for testing platforms and manage testing portals.
17. Assist with written translations and verbal interpreting as needed by various departments.
18. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

**Additional Duties and Responsibilities:**

1. Contribute to the welfare and effectiveness of the administration office by adhering to high ethical standards of performance and interpersonal relationships.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.