

Hobbs Municipal Schools

Job Description

Position: DATA AND ASSESSMENT SECRETARY

Supervisor: Deputy Director of Data Analysis and Coordinator of Data Processing

General Job Description: To assist administration, staff, and visitors in any way necessary, with maximum attention devoted to assisting the Deputy Director of Data Analysis.

Qualifications:

1. High school diploma or GED equivalency.
2. Three years experience as a secretary or equivalent work; at least one year as a school secretary preferred.
3. Computer systems, including databases, spreadsheets and word processing programs.
4. Proficient with MS Office programs, specifically Excel.
5. Proficient with various office related Google apps
6. Proficient with student information systems, particularly Skyward.
7. Valid Drivers' license and Car Insurance (if traveling from site to site)
8. Must be able to pass employment verification.

Essential Duties:

1. Assist the District Test Coordinator with budgeting and inventory for testing, as well as, create requisitions, order test materials, and complete POs.
2. Prepare, distribute, and collect testing supplies and materials used in district evaluation and testing projects.
3. Assist with preparing testing materials for return to vendor, as well as, the disposal of secure and non-secure test materials.
4. Assist with pre-ID validation and post-testing validation.
5. Collaborate with STARS coordinator and other DPC staff to update and manage the building secretary manual.
6. Perform data input, including verification of data, entry of test scores into the student information system, and maintenance of data files.
7. Assemble and maintain reports, prepare graphs, accountability reports, and district testing calendar.
8. Maintain confidentiality with sensitive matters.
9. Maintain a neat, functional office that is inviting but professional and safe.
10. Maintain accurate and detailed records.
11. Be flexible and able to prioritize tasks.
12. Work independently with very little supervision.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be alert and able to meet deadlines. Occasional after hour work may be required. Must be able to work under stressful conditions. Must be able to work well with the public for long periods of time.

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. Computer, typewriter, calculator, keyboard, telephone, and other equipment appropriate for this position.

Terms of Employment: Salary and work year to be established by the Board.