



# NEW MEXICO SCHOOL FOR THE DEAF

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*New Mexico School for the Deaf is an Equal Opportunity Employer/Affirmative Action Employer*

**Posting Date:** October 12, 2017

**Position Title:** Middle School/High School Administrative Assistant 2

**Reports to:** Middle School/High School Principal

**Service Area:** Santa Fe, NM

**Employment Term:** 12 months

**Salary/Wage Range:** Depends on qualifications and experience

**Anticipated Start Date:** Open until filled

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## Summary

It is anticipated and expected that all functions of this position will be performed in a positive and receptive manner, while helping to advance the mission and vision of New Mexico School for the Deaf. In addition to drafting, filing, scheduling, and writing correspondence, the position involves frequent interactions with a diverse group of NMSD staff members at all levels of the organization, via phone, video phone, and in person. Brings experience and/or training to the administrative duties of the office. Maintenance of records, confidentiality, professional conduct and appearance are requirements of this position. This is a position of trust, privy to professional and personnel information, which must be held in confidence.

## Essential Duties and Responsibilities: *(Other duties may be assigned)*

- Under general supervision, performs clerical and administrative support activities, including typing, filing, operating office equipment, preparing and entering documents onto electronic and manual records using computer hardware and software, producing reports, compiling data, preparing summary data, recording, compiling and reporting financial information, providing general and specific information, directions, referrals, developing schedules, setting appointments, opening and routing mail, performing various record and bookkeeping assignments, entering requisitions into system.
- Communicates in a positive and effective manner with staff, students, co-workers, parents and/or visitors.
- Screens incoming calls and correspondence and responds independently when possible.
- Prepares memorandums.
- Directs preparation of records such as agendas, notices, minutes, and resolutions for departmental meetings.
- Acts as custodian of departmental documents and records.
- Prepares confidential correspondence, reports, and other complex documents.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

*Ability and commit to represent the vision, mission, and beliefs of NMSD*

- **Organization-** Must be organized and detail-oriented.
- **Analytical-** collects and aggregates data for program maintenance and improvement.
- **Continuous Learning-** Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills.
- **Job Knowledge-** Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Use of Technology-** Adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity.
- **Problem Solving-** Gathers and analyzes information skillfully; develops alternative solutions; works in group problem solving situations.

- **Cooperation-** Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- **Teamwork-** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- **Written Communication-** Writes clearly and informatively; varies writing style to meet needs.
- **State and Federal IDEA Compliance-** exhibits knowledge of and adherence to all legal requirements related to early intervention.
- **Diversity-** Shows respect and sensitivity for cultural differences; educates others on the value of diversity; builds a diverse workforce.
- **Ethics-** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organization values.
- **Organizational Support-** Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.
- **Adaptability-** Manages competing demands.
- **Personal Appearance-** Dresses appropriately for position; keeps self well groomed.
- **Attendance/Punctuality-** Is consistently at work and on time; ensures work responsibilities are covered when absent.
- **Dependability-** Follows instructions, responds to management direction; takes responsibility for own actions.
- **Initiative-** Seeks increased responsibilities; asks for and offers help when needed.
- **Quality-** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- **Safety and Security-** Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.

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

- **Education and /or Experiences:** High School graduate or equivalent with at least four (4) years of progressive and directly related secretarial experience required. Associates Degree in Business or Office administration, or other related field preferred. Comprehensive knowledge of spelling, punctuation and grammar required. Equivalent education and experience may be substituted for each other on a year for one basis. Ability to communicate effectively both orally and in writing; ability to operate office equipment, including typewriters, copiers, calculators, knowledge of computer entry operations and use of word processing and other software appropriate to the specific assignment; ability to coordinate office activities and to manage multiple tasks and operations simultaneously; skill in prioritizing work, meeting deadlines, and in making sound decisions.
- **Certificates, Licenses, Registration:** High School graduate or equivalent with at least four (4) years of progressive and directly related secretarial experience required. Associates Degree in Business or Office administration, or other related field preferred.
- **Language Skills:** Ability to present to an audience. Superior reading and writing skills are required for extensive documentation related to home visits and supervisory activities. State and federal reports are integral to this position.
- **Sign Language:** Fluent receptive and expressive American Sign Language and written English skills. (Fluency in Spanish is desirable).
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Computer Skills:** To perform this job successfully, an individual should have working knowledge of Microsoft Windows, Excel, as well as various software packages including Microsoft Office.

- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to think independently, problem solve and work with the whole team. Ability and commitment to represent the Vision, Mission and Beliefs of NMSD as both a school and an agency.
- **Physical Demands:** The physical demands 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. While performing the duties of this Job, the employee is occasionally required to drive for long periods of time; stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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NMSD conforms 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 & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

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**Application:**

Download and complete the application: [NMSD Employment Application](#)

**Submit application via e-mail or mail to:**

New Mexico School for the Deaf  
Human Resource Department  
1060 Cerrillos Road  
Santa Fe, NM 87505

505.476.6300 Voice  
505.216.2000 Video Phone

[HumanResources@nmsd.k12.nm.us](mailto:HumanResources@nmsd.k12.nm.us)