

## REGIONAL MIGRANT EDUCATION PROGRAM SECRETARY

<b>SPA License Status:</b>	<i>Non-licensed/No Contract</i>
<b>SPA Probation:</b>	<i>One Year</i>
<b>FLSA Status:</b>	<i>Non-Exempt</i>
<b>Supervisor:</b>	<i>Executive Director of Federal Programs/Regional Migrant Education Program and ID&amp;R Administrator</i>
<b>Supervises:</b>	<i>None</i>
<b>Salary Schedule:</b>	<i>Secretary/Clerical, Range 4</i>
<b>Terms of Employment:</b>	<i>8 hours / 12 months</i>
<b>Job Goal:</b>	<i>Under general supervision of Las Cruces Public Schools and in partnership with New Mexico Public Education Language Culture Division, the Regional Migrant Education Program Secretary is responsible to assist the regional MEP and ID&amp;R Administrator to effectively perform the duties and responsibilities of the Regional MEP Office to enhance the implementation of serving eligible migrant children and families for the Migrant Education Program. The work is performed throughout the region as assigned by NMPED.</i>

### **Minimum Qualifications**

- 1. High School Diploma or Equivalent*
- 2. Proficient in use of computers, computer and database applications, creation of word documents and spread sheets*
- 3. Excellent organization, communication, public relations and interpersonal skills*
- 4. Bilingual - English/Spanish preferred*

### **Job Duties**

- 1. Perform general office routines and registrar duties for the Regional MEP and ID&R administrator.*
- 2. Develop and maintains an efficient and organized filing system for the Regional Migrant Education Program's records and documents.*
- 3. Receive, screen and distribute all incoming mail and replies to routine correspondence.*
- 4. Receive, screen and/or refer incoming telephone calls, addressing routine telephone inquiries.*
- 5. Understand all federal and state regulations pertaining to the Migrant Education Program.*
- 6. Attend all MEP meetings and relevant training sessions hosted by LCPS/NMPED office and pertaining to data meetings. Occasionally these meetings are outside of regular work hours*

- and may require some overnight traveling.*
- 7. Maintain records are required. Update MIS2000 and Synergy based on the identification of migrant families or migrant students.*
  - 8. Update regional MEP student system with new enrollment information.*
  - 9. Complete all work and tasks accurately and promptly.*
  - 10. Correct oral language usage, spelling, grammar, and punctuation in English and the specified second language of the children/families being served.*
  - 11. Communicates to a cross-section of people on a professional and personal basis.*
  - 12. Communicates and displays courteous and professional behavior toward the immediate supervisor, school and district administrators, staff, peers, students, parents and the community.*
  - 13. Sends correspondence to parents/families of approval or denial into the MEP.*
  - 14. Maintains inventory for the Regional Migrant Education Program.*
  - 15. Enters Federal Programs Consolidated Application Budgets.*
  - 16. Maintains attendance reports, requests school records and enters transcripts into MIS2000.*
  - 17. Communicate to a cross-section of people on professional behavior toward the immediate supervisor, school and district administrators, staff, peers, students, parents and the community.*
  - 18. Process travel requests and prepares reimbursement vouchers for Regional MEP staff.*
  - 19. Maintains MEP, IGA, and Activity Budgets.*
  - 20. Creates PORs, EPARs, and any other financial forms.*
  - 21. Supports with documenting annual verification.*
  - 22. Adhere to relevant procurement statute and department rules in the purchase and maintenance of adequate supplies for the office.*
  - 23. Exhibit professionalism by maintaining good attendance and adhering to established work schedule.*
  - 24. Comply with the Code of Ethics, administrative directives, board policy, state and federal statutes and rules and regulations.*
  - 25. Communicate and display courteous and professional behavior toward students, the public, the Immediate Supervisor, School and District Administrators, staff and peers.*
  - 26. Safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.*
  - 27. Evenings and weekend work may be required.*
  - 28. Perform such other tasks as may be assigned.*

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#### **MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS**

*Various machines and equipment including but not limited to computer, telephone, instructional technology.*

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#### **WORKER TRAITS—Aptitudes**

- 1. Verbal ability required to understand oral and written instructions*
- 2. Motor coordination required to coordinate eyes, hands and fingers when operating*

- machines and equipment essential to the job*
3. *Manual and finger dexterity required to operate machines and equipment precisely and rapidly*
  4. *For further information regarding worker traits, please see attached job analysis*

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**EVALUATION**

*Performance of this job will be evaluated in accordance with provisions of the LCPS Board of Education/ CSEC-LC agreement on evaluation of professional personnel.*

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*I accept this position offered and agree to the above job description.*

*Print Name*\_\_\_\_\_

*Signature*\_\_\_\_\_ *Date*\_\_\_\_\_

*Approved By*\_\_\_\_\_ *Date*\_\_\_\_\_

