

Fort Sumner Municipal School District
1001 E. Sumner Ave.
Fort Sumner, New Mexico 88130
(575)-355-7734 (575) 355-2231

NOTICE OF VACANCY
2022-2023 School Year
HIGH SCHOOL SECRETARY

LICENSURE QUALIFICATIONS:

NMPED (New Mexico Public Education Department)
Non-Certified License

SALARY: Per Salary Schedule

CONDITIONS OF EMPLOYMENT:

Upon an offer of employment, original transcripts, experience verification, fingerprinting and other paperwork will be required by the personnel and business offices.

STARTING DATE: Summer, 2022

Applications are available for completion and printing at <http://www.ftsumnerk12.com/>. Interested and qualified people may submit the completed application to the Personnel Office. Additional information may be obtained by contacting the Personnel Office, 1001 E. Sumner Ave., Fort Sumner NM 88119, (575)-355-7734-CO, or (575)-355-2231-HS | Fax 575-355-7716. Consideration for the position will be closed on: **Until Filled**

It is the policy of the Fort Sumner Municipal Schools to provide equal opportunity in employment or the provision of services to all employees and applicants for employment. No person shall be discriminated against in employment because of such individual's race, religion, color, age, sex, marital status, veteran status, national origin, or disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Superintendent that accommodation is needed.

COMPLETE OUR APPLICATION PACKET IN JOB OPPORTUNITIES SECTION under Application for Certified, Non-Certified, or by clicking here:
www.ftsumnerk12.com

All interested applicants are encouraged to pick up an application from the Superintendent's Office or apply online via the school district website. Current Fort Sumner employees should submit a letter of interest. Applications will be accepted until the position is filled. Additional information is available by calling the F.S. High School Principal, Sharon Rowley, at (575) 355-2231 or cell (575) 760-2527, or email srowley@ftsumnerk12.com ; or by calling the FS Superintendent-Matt Moyer at 575-355-7734 or via e-mail to mmoyer@ftsumnerk12.com (575) 359-1683 (cell.) Or Lisa Downey at ldowney@ftsumnerk12.com.

**Partial Job Description for
High School Secretary**

Fort Sumner Municipal Schools is accepting applications for a competent Secretary position to help with the organization and running of the daily administrative operations of the High School.

The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure and within time constraints. This person will be comfortable working with a high degree of attention to detail and discretion. Able to follow directions as well as incorporating new and effective ways to achieve better results.

The candidate should be able to manage all components of computer work, including all Microsoft Office platforms, as well as learn other site-specific platforms such as Skyward Student S.I.S.

Candidates should be well-organized with positive time management and the ability to get along well with others. While many tasks in this position are self-motivated tasks, this candidate must also be able to follow directions and be willing to learn all aspects of school and students' safety, as well as FERPA protections become familiar with school law pertaining to the job. Other examples of duties would include working with substitutes, filing, preparing, and sharing documents, records requests, following NM State procurement procedures for orders, and working directly with staff and students, and parent/guardians.

For further information on this position please contact Fort Sumner Schools Central Office at (575)355-7734 or by email mmoyer@ftsumnerk12.com & srowley@ftsumnerk12.com & ldowney@ftsumnerk12.com