San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Migrant Secretary	**Exemption Status:**	Non-Exempt
Reports to:	Migrant Coordinator	**Pay Grade:**	04
Works with:	District Personnel	**Days:**	226
Dept. /School:	Curriculum & Instruction Dept.	**Date Revised:**	07/23/2020

Primary Purpose:

Assist with desk audits, assessment software distribution and tracking, and technical reports based on data from multiple state, district, and department computer applications.

Prerequisites:

- High school diploma or GED

Special Knowledge/Skills:

- Skilled user of entire Microsoft Office Suite, including experience with Access, Excel, and other database applications
- Excellent written and oral communication skills
- Excellent organizational skills with the ability to maintain records and assist in planning and scheduling data collection process trainings
- Ability to support staff in development of report requirements and use of data reports
- Ability to organize and develop data reports from various computer programs for monthly caseloads, desk audits, and other reports as requested
- Ability to select appropriate programs to display data for decision-making
- Ability to understand information flow from the District and/or user prospective
- Ability to retrieve, organize and develop report for users and central decision-makers
- Flexible and adaptable to changing activities and work loads
- Ability to take initiative and work independently and to follow directions, both oral and written
- Ability to effectively work and communicate with the public and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job.
- Maintain integrity of confidential information relating to students, staff, or district patrons
- Ability to harmoniously with others.

Major Responsibilities and Duties:

1. Provide assistance to the Migrant Education director and Migrant Education.
2. Required to attend the ID&R and NGS trainings, pass test to be certified yearly.
3. Assist with providing guidelines for developing upgrades on student information systems relative to Migrant student information and assessment data.
4. Provide assistance to school staff in the implementation of programs for the gathering of student information to meet school and district standards.
5. Provide information to staff on data available to meet departmental objectives.
6. Assist Director with entering and maintaining data in the Texas Education Agency NGS data base.
7. Maintain department budgets and spending activities.

8. Assist Coordinator with entering and maintaining budget and staffing data using District applications/programs.
9. Provide all Migrant Education department staff at the administrative and school level with technical assistance to maintain District information files, software applications, department records and reports.
10. Coordinate with Technology Services to purchase, distribute and track Migrant Education programs and assessment software.
11. Cultivate and model a respectful working and learning environment.
12. Ability and willingness to observe professional and ethical work standards and handle confidential and security sensitive information.
13. Work effectively with and respond to people from diverse cultures or backgrounds.
14. The employee will demonstrate professionalism and appropriate judgement in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting.
15. Have a regular and punctual attendance.
16. Confer regularly with immediate supervisor and work under the direction of licensed staff
17. Follow all District policies, work procedures, and reasonable requests by proper authority.
18. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____