



## ***Theodore Roosevelt School***

### ***Warriors***

*P.O. Box 567*

*Fort Apache, AZ 85926*

*(928) 338-4464 Fax (928) 338-1009*

***Dr. Leon Ben, Chief School Administrator / Principal***

**Job Title:** Executive Secretary

**Classification:** Hourly, 12-Month Position

**Salary:** Starting at \$22.00/hour

**Hours:** 40 hours/week (Must be flexible with early mornings and work schedule adjustments as needed)

**Location:** Theodore Roosevelt School, Fort Apache, AZ

**Reports To:** Chief School Administrator (CSA) / Principal

**Contact for Application:**

Darin Nez, Director of Human Resources and Business Office

dnez@trswarriors.com | (928) 338-4464

### ***Position Overview***

The Office Manager at Theodore Roosevelt School is a vital support role that ensures smooth day-to-day school operations. This dynamic position consolidates the responsibilities of the CSA/Principal's Secretary, Parent Involvement Liaison, Business and HR Technician, and Receptionist. The Office Manager must be a highly organized, tech-savvy, and adaptable individual with a passion for serving students, families, and staff in a school setting.

### ***Key Responsibilities***

#### **Executive Support**

- Serve as the primary administrative assistant to the CSA/Principal.
- Manage the CSA/Principal's calendar, schedule meetings, and coordinate communications.
- Prepare board packets, agendas, minutes, and other documentation for Governing Board meetings.
- Governing Board Liaison / Travel / Communication /
- Ensure confidentiality in handling school and personnel matters.
- Act as a liaison between the CSA/Principal and internal/external stakeholders.

#### **Parent and Community Engagement**

- Serve as the Parent Involvement Liaison and foster strong communication between families and the school.
- Coordinate parent outreach, family events, and engagement activities.
- Promote volunteerism and parent participation in school programs and initiatives.
- Serve as the point of contact for concerns or feedback from parents/guardians.

#### **Business and Human Resources Support**

- Support the Business Office with purchasing, supply inventory, and vendor communication.
- Assist in HR-related tasks, including onboarding, maintaining personnel files, and processing clearances.
- Prepare employment documents, timekeeping reports, and maintain records in alignment with BIE standards.
- Support staff with travel arrangements, reimbursements, and administrative paperwork.

## **Reception and Office Management**

- Greet and assist students, staff, parents, and visitors with professionalism.
- Manage multi-line phones, direct calls, and respond to inquiries.
- Process mail, faxes, emails, and maintain the flow of communication within the school.
- Maintain the school's master calendar and coordinate events.
- Order and organize office supplies and ensure a clean, efficient workspace.

## **Technology & Communication**

- Proficient in Microsoft Office Suite, Google Workspace, and various social media platforms.
- Update and manage the school website and social media pages.
- Provide technical support for school communication tools and platforms.
- Create newsletters, flyers, and announcements to communicate with the school community.

## ***Required Qualifications***

- High school diploma or equivalent; post-secondary education preferred.
- Minimum 3 years of administrative or school office experience.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Google Workspace (Docs, Sheets, Calendar), and social media platforms.
- Strong written and verbal communication skills.
- Exceptional organizational and multitasking ability.
- Professional demeanor and confidentiality in handling sensitive information.
- Flexibility in work hours, including early mornings and occasional evening/weekend events.

## ***Preferred Qualifications***

- Experience working in a BIE, Tribal, or educational setting.
- Familiarity with Infinite Campus, Tyler SIS, or similar student information systems.
- Knowledge of BIE/HR policies, onboarding, credentialing, or procurement procedures.

Theodore Roosevelt School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, marital status, political beliefs, sexual orientation, or membership/non-membership in an employee organization. American Indian and Alaska Native preference will be given in accordance with the Indian Preference Act (Title 25 U.S.C. §472 & §473). All qualified applicants are encouraged to apply.

## **To Apply:**

Please submit an application, resume, cover letter, and three references to:

Darin Nez, Director of Human Resources and Business Office

**Email:** dnez@trswarriors.com | **Phone:** (928) 338-4464