

HATCH VALLEY PUBLIC SCHOOLS
P. O. BOX 790
HATCH, NM 87937
Telephone: (575) 267-8200
Fax Number: (575) 267-8202

POSITION: **District Data Clerk**

MINIMUM QUALIFICATIONS: High School Diploma or equivalent (Associate’s degree preferred).
Experience in data entry, record-keeping, or administrative support (preferable in an educational setting).
Proficiency in Microsoft Office (Excel, Word) and student information systems (e.g., PowerSchool, SharePoint).
Strong attention to detail and accuracy.
Ability to handle confidential information with discretion.
Excellent organizational and multitasking skills.
Strong communication and interpersonal skills

REPORTS TO: **Superintendent**

SALARY: **As determined by the District’s Secretary Salary Schedule**

BEGINNING DATE: **2025-2026 School Year**

APPLICATION PROCEDURE: Letter of Interest
Current resume with current reference contact information
Access application on HVPS website: www.hatchschools.net

SUBMIT TO: HATCH VALLEY PUBLIC SCHOOLS
P. O. Box 790
Hatch, NM 87937
eramirez@hatchschools.net

APPLICATION DEADLINE: **Until Filled**

A job description is available upon request. Applicants will be screened based on information submitted, plus a review of work history, strength of references and specific experiences. Those applicants that emerge as the more qualified candidates will be forwarded to the Interview Committee.

A FBI FINGERPRINT BACKGROUND CHECK IS CONDUCTED ON EVERY NEW HIRE IN THE HATCH VALLEY PUBLIC SCHOOLS AT A COST TO THE EMPLOYEE. CONTINUED EMPLOYMENT WILL BE CONTINGENT UPON THE RESULTS OF THE BACKGROUND CHECK.

Hatch Valley Public Schools is an Equal Opportunity Employer

Notice of Non-discrimination

The Hatch Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael M. Chávez- Superintendent
PO Box 790
Hatch, NM 87937
575-267-8200