



# We are pleased to announce that we are seeking qualified applicants for the position of **DATA SPECIALIST – SECRETARY II BILINGUAL**

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S):** 1 **Data Specialist – Secretary II Bilingual**  
**40 hours/week, Mon-Fri, 189 days/year (pro-rated for the remainder of 2021-22)**

**LOCATION:** **High Desert Regional Education Center, Redmond**

**START DATE:** As soon as the candidate is identified

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$15.68/hr  
Benefits include family insurance package, sick leave and paid holidays, generous PERS contribution

**QUALIFICATIONS: DEFINITION**  
The Central Oregon Migrant Education Program is a federally funded program administered by the High Desert ESD. The program provides supplemental educational and support services for migratory children. A migrant child is defined as a child age 3-21 that has moved across a school district line in order to obtain temporary or seasonal employment in qualifying agricultural work. The basic purpose of the Migrant Education Program is to assist local school districts with improving and coordinating the educational continuity for the children of the nation’s migratory workers who have had their schooling interrupted. The emphasis of the federal legislation is helping migratory children to meet the same high standards expected of all children by coordinating and supporting services that sustain and accelerate their progress in school.

Importantly, we recognize and honor that the qualifications required to excel in this position can come from a range of both professional and lived experiences. In the attached job description, it has been described what we believe to be important qualifications for the ideal candidate while remaining open to the wealth of experiences the ideal candidate can contribute to this role. Position descriptions are often presented in a way that leaves qualified candidates feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

Please see attached job descriptions for more information, qualifications and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Karina Smith, 541.693.5663, [karina.smith@hdesd.org](mailto:karina.smith@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation - optional

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.638.9654  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDES, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action, equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 9/24/2021  

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DIRECTOR OF HUMAN RESOURCES  
Posting # C21-22/135-5418-6154

# **MIGRANT EDUCATION DATA SPECIALIST**

## **Definition**

The Central Oregon Migrant Education Program is a federally funded program administered by the High Desert ESD. The program provides supplemental educational and support services for migratory children. A migrant child is defined as a child age 3-21 that has moved across a school district line in order to obtain temporary or seasonal employment in qualifying agricultural work. The basic purpose of the Migrant Education Program is to assist local school districts with improving and coordinating the educational continuity for the children of the nation's migratory workers who have had their schooling interrupted. The emphasis of the federal legislation is helping migratory children to meet the same high standards expected of all children by coordinating and supporting services that sustain and accelerate their progress in school.

The Migrant Education Data Specialist will provide reporting services for the Title 1C Program in accordance state and federal regulations utilizing the Oregon Migrant State Information System (OMSIS) and the Migrant Student Information Exchange (MSIX).

## **Qualifications**

The person in this position must be highly competent in the use of computers and appropriate software specific to the needs of the position including Microsoft Office and district student databases. The individual must be highly organized, able to work with deadlines, and have a courteous and helpful attitude at all times. Bilingual and Biliterate skills in Spanish and English strongly preferred, and have a comprehensive understanding of the unique educational and cultural needs of migrant students. Effective oral and written communication and interpersonal skills are expected. Current CPR training preferred. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports To** Migrant Education Coordinator

## **Performance Responsibilities**

1. Enter, update and maintain OMSIS database for the Migrant Program.
2. Be knowledgeable about school and district policies on attendance, discipline and graduation requirements
3. Attend state and regional recruiter trainings and meetings
4. Gather and submit information required for program reports, establish and maintain an orderly system of records and ensure the security of all confidential information
5. Process mass enrollments and withdrawals, which includes verification and entry of information into OMSIS and MSIX databases.
6. Use data to monitor trends within the migrant population of the region, synthesizing and sharing this data in a way that helps migrant staff and families.
7. Report potentially detrimental information to appropriate personnel or authorities in regards to student health, safety, and welfare
8. Develop individual yearly goals and objectives and assume responsibility for accomplishing them.
9. Comply with HDESD Performance Standards
10. Communicate regularly and appropriately through the use of email
11. Respect and maintain confidential information in all situations
12. Fulfill other related duties as assigned

## **Terms of Employment**

Salary, benefits and vacation are established by policy and the collective bargaining agreement.

# **SECRETARY II**

## **Definition**

Under supervision, the secretary provides clerical support to department or program in a professional manner. The secretary follows prescribed or established procedures which can be learned by training on the job.

## **Qualifications**

Working knowledge of modern office practices, procedures, and equipment is required. Must be organized, and type rapidly and accurately. Able to perform significant reaching, bending, stooping, crouching, and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

**Classification** Classified

**Reports To** Program Administrator or designee

## **Performance Responsibilities**

1. Make appropriate decisions regarding work priorities
2. Work with accuracy and attention to detail
3. Coordinate multiple work projects
4. Learn assigned tasks readily and to adhere to prescribed routines
5. Communicate clearly and appropriately verbally and in writing with customers, employees and the general public using tact, courtesy and good judgement
6. Give approved information to other departments or the public, applying knowledge of office rules, policies and procedures
7. Represent department with a courteous helpful attitude toward all agencies and departments served
8. Maintain harmonious working relations
9. Accurately use current technology to facilitate communications, maintain calendars, produce reports, basic accounting, purchases, spreadsheets, various forms and compose correspondence as required in the course of work
10. Operate standard office equipment
11. Learn and successfully use assigned software and accurately maintain official information on a database
12. Receive and distribute mail, supplies and other materials for a department or area
13. Make mathematical computations accurately
14. Accurately index and file correspondence, reports and other materials
15. Accurately maintain files, records, correspondence, reports, etc.
16. Attend meetings to accurately record official action and accurately prepare minutes
17. Must communicate regularly and appropriately through use of email
18. Respect and maintain confidential information in all situations
19. Fulfill other related duties as assigned

## **Terms of Employment**

Salary, benefits and vacation are established by policy and collective bargaining agreement.