



# Secretary

**Reports to:** Principal

**Division:** TBD

**Structure/Grade:** Unified 112

**Workdays:** Predominantly 199 Days  
(246 day schedule may be available)

## Position Summary

Perform routine tasks to provide administrative support to facilitate school operations, including managing records responding to inquiries, assisting with student affairs, and supporting staff with clerical duties. Perform duties with moderate supervision as an intermediate-level individual contributor.

## Essential Job Duties

- Maintain student records, including enrollment, withdrawal, and transcript documentation.
- Provide customer service by responding to requests and inquiries from students, faculty, staff, parents, and visitors; answering phones, greeting guests, and addressing concerns raised by various stakeholders.
- Assist with the procurement of supplies and equipment.
- Support administrative staff in managing daily office operations such as scheduling meetings/events, preparing agendas/minutes for meetings, maintaining correspondence, and organizing physical settings for meetings/events.
- Coordinate various administrative tasks, including maintaining disciplinary documentation, attendance records, and field trip arrangements, ensuring that information packages are complete and meet submission requirements.
- Ensure that all tasks completed comply with all relevant federal, state, and local laws, as well as relevant organizational policies.
- Collaborate across departments as necessary to support department and organizational objectives.
- Monitor industry trends and make suitable suggestions for improvement as appropriate.
- Participate in projects related to the development of new tools or processes aimed at improving efficiency within the organization.
- Coordinate assigned project tasks effectively to meet objectives.
- Perform additional duties as assigned.

## Qualifications

- High school diploma with 3 - 6 years of related experience, or Associate degree with 1 - 4 years of related experience, required.

## Knowledge, Skills, and Abilities

- Good computer skills, including the ability to use all relevant software
- Effective oral, written, and interpersonal communication skills
- Good problem-solving skills
- Ability to follow clear and established processes, and the ability to recognize the need for occasional deviation from standard practice
- Ability to deliver work according to specific operational targets



## Secretary

- Ability to work under moderate supervision and within limited scope
- Strong attention to detail with the ability to maintain a high level of accuracy
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to maintain confidentiality

### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

### Supervisory Responsibility

- None

**Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_