



Office Specialist to Deputy/Chief

Reports to:	Division Chief/Deputy Superintendent	Structure/Grade:	Unified 119
Division:	Central Office Divisions	Workdays:	246 Days

Position Summary

Perform routine and non-routine tasks to support the daily operations and activities of the Deputy/Chief Officer. Coordinate and develop workflow processes and manage projects to ensure compliance with all relevant legislation and internal policies. Perform duties autonomously with limited supervision as a highly skilled individual contributor. Serve as a team lead or informal supervisor as required.

Essential Job Duties

- Facilitate project management and coordinate projects and events.
- Answer and direct telephone inquiries, respond to emails and handle other forms of communication.
- Prepare documents, including correspondence, reports, Board of Education meeting materials, presentations, invoices, memos, letters, and financial statements.
- Organize the Chief Officer's calendar by scheduling appointments and coordinating with other departments to ensure cohesive support aligned with strategic plans.
- Proofread and edited correspondence written by senior staff, drafted dictated responses, and followed up as necessary.
- Distribute incoming memos, submissions, and reports appropriately, maintaining confidentiality.
- Conduct research for high-level administrative support tasks.
- Maintain departmental processes, policies, and procedures within DCSD guidelines and regularly monitor adherence to these standards.
- Schedule internal and external meetings with individuals and organizations while obtaining detailed information related to meeting requests.
- Perform clerical functions such as filing documents and managing databases.
- Provide insight on process improvements and successful outcomes and make recommendations for solutions.
- Perform additional duties as assigned.

Qualifications

- Associate degree with a minimum of eight (8) years of relevant experience required.
- If an Associate's degree is not held a High School Diploma with a minimum of 10 years of related experience may be considered.

Knowledge, Skills, and Abilities

- Knowledge of relevant organizational policies, procedures, and guidelines
- Knowledge of project management and coordination
- Knowledge of Enterprise Resource Planning (ERP) systems
- Ability to understand the implications of work and make recommendations for solutions
- Good computer skills, including the ability to use all relevant software



- Effective oral, written, and interpersonal communication skills
- Ability to work independently on assignments requiring considerable judgment and initiative
- Ability to anticipate tasks based on defined processes and timelines
- Ability to make process improvements
- Good problem-solving skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Ability to take and transcribe dictation
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to maintain confidentiality
- Ability to coordinate and collaborate with federal, state, regional, and local organizations and departments to establish and execute responsibilities

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.

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

Employee: _____ Date: _____

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.

Reviewed/Revised: 01/27/2025