

TITLE: Secretary to Student Services & Buildings & Grounds

QUALIFICATIONS:

- High School Diploma or equivalent required.
- Excellent computer, record keeping, and organization skills.
- Effective communication and interpersonal skills.
- Ability to work independently, recognize priorities in workload, and shift between tasks as needed.
- Ability to maintain confidentiality

REPORTS TO: Director of Student Services & Director of Buildings & Grounds

JOB GOAL: To support the smooth and efficient operation of Student Services & Buildings and Grounds tasks to maximize positive outcomes for stakeholders.

ESSENTIAL FUNCTIONS:

The following are the essential functions, including but not limited to, the following job duties as assigned:

Student Services:

- Assists the Director of Student Services & Student Services Secretary with implementing district-wide student registration, including student enrollment projections and boundary analysis.
- Assists the Director of Student Services with Magnet school enrollment and maintaining lottery waitlists.
- Compiles, processes, and maintains student information related to centralized student registration.
- Assists in coordinating student requests for transfers.
- Assists in communication with and developing partnerships with local agencies.
- Assists with the processing of expulsion hearings and alternative education requests.
- Maintains records, completes reports, and sustains documents necessary for hearings and alternative education requirements.
- Serves as receptionist in person and by telephone.
- Assists with compiling and distributing payroll information for the office if the Secretary to the Director is absent.
- Assists with completing requisitions for materials and conferences.
- Assists with district registration as needed and assists/supports families who visit the office with their students' needs.

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Buildings & Grounds:

- Records buildings and maintenance projects, including records on Life Safety Code work requirements, energy conservation management projects, any other special projects, and work completed.
- Handles correspondence and other documents for the Director of Buildings and Grounds and maintains appropriate files.
- Assists with maintaining Material Safety Data Sheet files and correspondence.

General Secretary duties:

- Maintains liaison with central administration and school offices.
- Composes and distributes memoranda as required or directed.
- Orders, receives, checks, processes, inventories, and distributes materials, supplies, equipment, and mail that pertain to the office.
- Manages confidential correspondence generated from and received into the office.
- Manages databases for various program requirements and prepares necessary reports as directed.
- Assists the Director with creating calendars.
- Assists the Director with budget management.
- Performs other job-related duties, as assigned.
- Serves as receptionist in person and by telephone.
- Assists with compiling and distributing payroll information for the office if the Secretary to the Director is absent.
- Assists with completing requisitions for materials and conferences

CLASSIFICATION: c

TERMS:

8 hours per day for 261 days in accordance with the Decatur Educational Support Professionals Association (DESPA) collective bargaining agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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- Environment

The noise level in the work environment is usually moderate. The job is performed inside under minimal temperature variations and a generally hazard free environment. The noise level in the work environment is usually moderate.

- Physical

While performing the duties of this job, the employee is regularly required to use motions with their wrists, hands, and/or fingers, including prolonged use of a computer terminal. The employee is frequently required to sit for prolonged periods, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

- Vision

Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus with or without correction.

- Hearing

The employee is required to hear in the normal audio range, with or without correction.

- Mental Demands

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee is frequently required to compute. The employee is occasionally required to copy.

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