

TITLE: Secretary to Title IX & DEI, Safety & Communications

TERMS OF EMPLOYMENT: 12 mos (261 days)

CLASSIFICATION: C

REPORTS TO: Title IX & DEI Administrator with input from the Safety & Security Administrator & Director of Communications and Public Relations

QUALIFICATIONS:

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

JOB GOAL: To support the smooth and efficient operation of the three (3) Departments:

- Title IX & DEI Admin - 50%
- Safety & Security - 30%
- Communications - 20%

This breakdown is not meant to be exhaustive, as job duties may be allocated otherwise according to departmental needs and the demands of the school calendar.

ESSENTIAL FUNCTIONS:

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

- Provides exceptional customer service correspondence relating to the departments, including, but not limited to, in-person, phone calls, and email communication.
- Manages confidential correspondence and records generated from or received in the office for Title IX investigations, grievances, and other district complaint and conflict resolution processes.

- Composes and distributes memorandums, bulletins, brochures, forms, reports, and various communications as required or directed.
- Updates and maintains accurate records and allocations using Local, State, and Federal Grants, including figures, expenses, and personnel records for yearly audits. Assists in the preparation of information for annual grant applications and renewals. Prepares bulk mailing for various grants and programs.
- Prepares requisitions, tracks expenditures, and maintains appropriate financial records according to Department needs. Maintains updated balances for Department budgets, including yearly blanket purchase orders.
- Supports data management for the Department(s).
- Assists the Communications Department with tasks associated with District-led events.
- Completes all aspects of purchasing and acquisition of materials and equipment that including ordering, paper requisitions, purchase orders, processing and receiving orders, inventorying items, and distributing items for Department(s).
- Maintains professional development and training information for Department staff and provides logistical support for training throughout the year and during the Summer.
- Handles conference expenses, including registration, accommodations, and travel reimbursements for Department administrators and staff.
- Compiles, updates, and maintains accurate records of employment recommendations.
- Orders supplies and other general office supplies for the Departments.
- Assists other Departments and Administrators as requested.
- Performs other job-related duties as required.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel with input from the Safety and Security Administrator.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein represent those that an employee must meet 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.

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 fingers, including prolonged use of a computer terminal. The employee must frequently sit for prolonged periods, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must often lift and/or move up to 20 pounds.

Vision

The 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 is regularly 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.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.