

**TITLE:** Small Learning Communities Secretary

**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 work load, and shift between tasks as needed.
- Ability to maintain confidentiality

**REPORTS TO:** Building Principal

**JOB GOAL:**

To support the smooth and efficient operation of the school/building in order to maximize positive education outcomes for stakeholders.

**ESSENTIAL FUNCTIONS:**

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

- Serves as receptionist in person and by telephone.
- Compiles, processes, maintains, and enters into computer student information such as student demographics, attendance, discipline, grades, and schedules.
- Prepares, types, distributes and files correspondence, forms, bulletins, reports, work orders and school mail.
- Assists with care of sick and injured children as appropriate for the position.
- Performs other job-related duties as assigned.

**TERMS OF EMPLOYMENT:**

8 hours per day for 200 in accordance with the collective bargaining agreement

**CLASSIFICATION:** A

**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 successfully perform the essential functions of this job. 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/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 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 frequently is required to compute. The employee occasionally is required to copy.

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