



Our Lady of Lourdes Catholic School

Educating Children...for life!

Job Title:	School Secretary	Job Category:	Administrative
Location:	3950 Lourdes Dr. Decatur, IL 62525	Hours:	Monday-Friday 7:30 AM - 3:30 PM; summer hours vary; very occasional nights and weekends
Level/Salary Range:	\$17-18 per hour	Position Type:	Full-Time
Date posted:	05/11/2026	Position Expires:	When Filled

School Secretary

Our Lady of Lourdes Catholic School is seeking a committed school secretary for the 2026-2027 school year. The School Secretary serves as the primary point of contact for students, staff, parents, and visitors, ensuring the efficient and orderly operation of the school office. In this role, the secretary provides essential administrative support, maintains accurate records, and manages school communications with professionalism and care. Through daily interactions and service to the school community, the secretary helps foster a welcoming, respectful, and faith-filled environment that reflects the mission and values of Catholic education.

Key Responsibilities

Office Administration

- Answer and direct phone calls, emails, and inquiries from parents, students, and staff.
- Manage school correspondence, including newsletters, bulletins, and announcements.
- Maintain the school's filing system, ensuring accurate and secure record-keeping.
- Distributes mail, supplies, material, etc. when needed.
- Takes care of general business through the school, relieving the principal for administrative duties and keeping him/her informed of all events

Student, Family and Staff Support

- Assist with student attendance tracking, including monitoring tardiness and absences.
- Maintain student and staff databases, ensuring records are up to date.
- Coordinate schedules for meetings, appointments, and events.
- Supervises students when necessary.
- Assists students and administers minor first aid, and administer prescribed medication.
- Assists parents and students with enrollment and assists visitors.
- Maintains office equipment when needed.

Inventory Management

- Order and maintain supplies for the school office and classrooms, to include textbooks.
- Greets and carries on business with salesmen, repairmen, etc. Is responsible for care of equipment, supplies and facilities
- Checks in new material, supplies and equipment

Communication and Liaison

- Is courteous and cooperative in contacts with school staff, faculty, parish staff, families and public
- Keeps in confidence personal and restricted information regarding students, faculty, and school
- Serve as the liaison between the school administration and external parties, such as vendors, Diocesan offices, and families
- Coordinate with teachers and staff to ensure smooth daily operations.

Event Coordination

- Help organize school events, including programs, assemblies, and open houses. Prepare materials and logistics for meetings and events as needed.

Other Duties

- Ensure compliance with school policies and procedures. Perform other tasks as assigned by and reports to the principal or school administrator.

Qualifications and Education Requirements

- Emotionally and physically able to perform duties required of assignment
- Displays thoughtfulness to others; understands different viewpoints of parents; uses good judgment at all times
- High school diploma or equivalent; associate or bachelor's degree preferred.
- Previous experience in an administrative role, ideally in a school setting.

Preferred Skills

The candidate must have a deep appreciation for the unique value and joy a Catholic education provides to the family. Computer literacy is essential. Candidate must be self-motivated, disciplined, and able to accomplish tasks with a flexible schedule. Candidate must be at ease with multiple personality types, and be able to delegate tasks when needed.

Organization is a must.

- Proficient in office software (e.g., Microsoft Office Suite, Google Workspace).
- Experience with school information systems a plus, training will be provided if needed.
- Strong organizational and time-management skills. Excellent verbal and written communication abilities.
- Ability to multitask and work under pressure in a fast-paced environment.
- Professional and approachable demeanor.

How to Apply

Interested candidates should submit a resume, cover letter, and references to:

Jennifer Brummer at jbrummer@ololschool.com or by mail to:

Our Lady of Lourdes Catholic School
Attn: Jennifer Brummer
3950 Lourdes Dr.
Decatur, IL 62526

Applications will be reviewed on a rolling basis until the position is filled.