LISLE 202
COMMUNITY UNIT SCHOOL DISTRICT

JOB DESCRIPTION / RESPONSIBILITIES

TITLE: District Services Specialist

REPORTS TO: District Office Administration

POSITION PURPOSE: Administers a variety of District-level administrative services, records, and programs in support of District operations. Maintains the official records of the Board of Education and the District, administers assigned programs including food service, student fees, facility use, and other District Office functions; supports student registration records across the buildings, and serves as backup District Registrar so that required documentation and reporting are completed accurately and on time.

QUALIFICATIONS / EDUCATION:

- High school diploma or equivalent required; associate degree preferred.
- Previous experience in office administration, records management, program administration, or a related field, demonstrating strong organizational skills, attention to detail, and the ability to independently manage assigned responsibilities.
- Proficiency, or ability to become proficient, with student information, online payment, records management, and Google Workspace systems.
- Demonstrated ability to maintain strict confidentiality of student records, personnel records, and Board materials, and to serve families, staff, and Board members well.
- Illinois Notary Public commission, or ability to obtain one, and willingness and ability to complete District training in FERPA, the Illinois School Student Records Act, and the student information system sufficient to serve as backup District Registrar.
- Valid Illinois driver's license.

PHYSICAL ABILITY REQUIREMENTS:

- Regularly required to walk, stand, and sit; occasionally to stoop, kneel, or crouch; able to lift and carry at least twenty pounds.
- Able to report to and move about school buildings and district locations.
- Able to see, hear, speak, read, and write in English, and to use a keyboard to enter, retrieve, and verify data.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

Student Registration Records and Backup District Registrar:

1. Supports the District's student registration process by reviewing registration applications and residency documentation for completeness and compliance with District requirements, communicating with families to resolve missing or inconsistent information, maintaining accurate registration records, and referring complex registration or residency matters to the District Registration Lead.
2. Serves as backup District Registrar and completes required training to perform registrar functions. In the absence of the high school registrar, generates transcripts and processes student records requests and transfers.

School Lunch Program and Student Fees:

1. Supports the administration and monitoring of the National School Lunch Program, including reviewing household eligibility applications and processing eligibility determinations, Direct Certification, communication with families, and other assigned program responsibilities.
2. Serves as District Representative for the online payment system, administering user access, fees, the annual July update, and year-end rollover, and manages program finances, refunds, and unpaid balances.
3. Prepares and submits required State reporting, including monthly IWAS claims, the Verification Summary Report, and the annual program renewal application.

Facilities, Certificates of Insurance, and District Vehicles:

1. Administers the District's facility use process, including coordinating requests and approvals, communicating with outside organizations, invoicing, and maintaining related records.

2. Maintains required Certificates of Insurance for organizations using or working on District property and administers District vehicle use, including keys, mileage, driver's license verification, and driver abstracts.

Board Recording Secretary:

1. Prepares and posts required notices for Board of Education and Board committee meetings in accordance with the Open Meetings Act and maintains the official records of the Board and its committees.
2. Assists in preparing Board packets and supporting materials, sets up the meeting venue, manages Board purchasing, and coordinates Illinois Association of School Boards memberships and conference registration.
3. Manages execution, scanning, and retention of signed Board documents in the District records management system.
4. Serves as District Election Officer, responsible for filings with the DuPage County Election Authority.

District Office and General Support:

1. Serves as a primary point of contact for the District Office, responding to family and community inquiries and routing them to the appropriate department or administrator.
2. Serves as Notary Public for the District and provides administrative support for Freedom of Information Act requests, audits, and compliance reviews.
3. Administers District records management process, including records retention, storage, and disposal documentation required by the State.
4. Manages District Office purchasing and supplies, including purchase orders and monthly credit card reconciliation.
5. Assists schools as needed in administering student work permits, university requests for pre-student teaching observers, and coordinates district meetings, staff events, and employee recognition.
6. Assumes all other responsibilities or duties as assigned within the scope of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Communicate effectively and professionally with staff, families, Board members, and outside organizations in written and oral form, and maintain cooperative working relationships across the District.
- Maintain confidentiality of sensitive information, including student records, personnel records, and Board materials.
- Organize tasks, set priorities, manage multiple responsibilities on schedule, and work independently and within a team.
- Exercise sound judgment, follow established procedures, and recognize when matters require referral or administrative review.
- Maintain accurate records and complete assigned reporting, documentation, and program responsibilities in accordance with District procedures and applicable requirements.
- Demonstrate dependable attendance and punctuality.

TERMS OF EMPLOYMENT: 260-day work year at compensation set by the Board of Education. Classification and salary schedule placement to be established through position review.

EVALUATION: Performance will be evaluated at least annually by the Superintendent in accordance with the Board of Education's policy on evaluation.

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Fair Labor Standards Act (FLSA) STATUS: Non-Exempt

APPROVED: October 16, 2026

EMPLOYEE SIGNATURE: _____ **DATE:** _____