

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
B	2	1	

JOB TITLE	CONTRACT REFERENCE
Secretary to Director of Activities	Clerical, Library, Health, and Computer Assistants

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
High School Principal and Athletic/Activities Administrator	January 2012

JOB SUMMARY

Assist the Athletic/Activities Administrator in carrying out the overall operation of the district activities office including high school and middle school athletics, fine arts and clubs.

TASK NO.	FRE- QUENCY	BAND/ GRADE
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The essential functions of this job include, but are not limited to, the following fundamental job duties:		
1.	Assists the District Athletics/Activities Administrator with clerical support to the overall management of the District Athletic/Activities Office and coordinates communication among coaches, advisors, facilities, game officials, parents and students.	5% A1
2.	Drafts, edits, and/or prepares correspondence, rosters, and game contracts for District Athletics/Activities Administrator, coaching staff, club advisors and teams.	5% B2
3.	Prepares and coordinates distribution of all athletic/activities registration forms, parent and coaches handbooks, and Activities Brochure.	3% A1
4.	Maintains current and accurate records of students' participation and awards. Compiles information for eligibility/ineligibility of participants	5% A1
5.	Compiles data and assists in preparation of required reports and forms including: <ul style="list-style-type: none"> Prepares interscholastic athletic activities reports required by Minnesota State High School League, the State of Minnesota, the Federal Free and Reduced Lunch program, and NCAA Clearinghouse Processes end of season summaries for coaches, advisors, and administrative staff 	20% A1

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6.	Arranges for meetings and appointments between District Athletics/Activities Administrator and coaches, club advisors, parents, students, vendors and the general public	2%	B2
7.	Secures, schedules, and confirms officials for activities and athletic events for both in-district and visiting schools.	3%	A1
8.	Coordinates all transportation needs for high school and middle school athletics and activities and communicates information to coaches/advisors, students and parents	5%	A1
9.	Maintains event and facility schedules and coordinates all game, activity and high school events for school district, conference and state online calendars and websites	5%	A1
10.	Calculates and manages staffing budgets <ul style="list-style-type: none"> • Calculates salary, reviews budget codes and submits to Human Resources program staffing for coaches and advisors • Updates staffing and salary information seasonally with Human Resources • Coordinates, records, calculates, and submits for payment all event staff including game officials, event workers, and volunteers 	20%	A1
11.	Manages and maintains multiple activity budgets <ul style="list-style-type: none"> • Orders, inventories, and distributes supplies and equipment for district activities and athletic programs • Tracks income and expenditures for multiple special activities accounts • Sets up cash boxes for all athletic events and activities. • Audits tickets counts and deposit funds • Reconciles all budgets for general fund 	10%	A1/B2
12.	Provides assistance to parents and students with <ul style="list-style-type: none"> • Registration process for all high school and middle school extra-curricular athletics, activities, clubs and camps • Student insurance program. • Issues regarding eligibility/ineligibility and fee payment arrangements 	15%	A1
13.	Reception duties for high school and district office when receptionist is not available.	1%	N/B
14.	Other duties as assigned by District Athletics/Activities Administrator	1%	N/B

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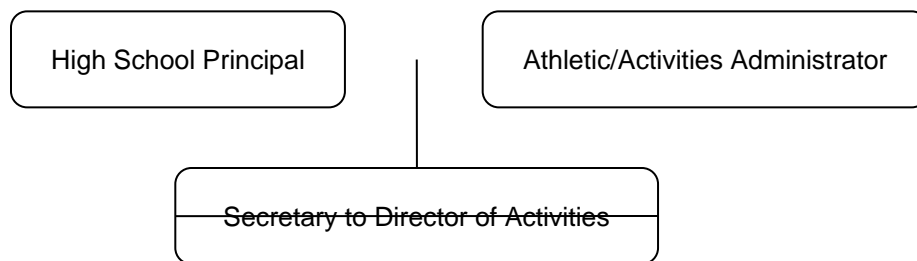
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CONTRACT REFERENCE

Clerical, Library, Health, and Computer Assistants

QUALIFICATIONS (Specific training or job experience required before appointment)

1. AA degree or equivalent experience/training in office administration/management.
2. Proficient in word-processing, data bases, and spreadsheets.
3. Ability to relate to and communicate effectively with staff, students, and parents.
4. Patience and flexibility in working with staff, students and parents.
5. Familiarity with office equipment-copiers, fax, scanner, etc.
6. Experience with computers, some typing, and data entry skills.
7. Familiarity in website data management.
8. Willingness to expand skills.
9. Ability to take direction of supervisor.
10. Ability to keep information confidential.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here 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 functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.