

Job Code 02NN
Level E
June 2020

High School Athletic Secretary

QUALIFICATIONS

A. REQUIRED

- High school graduation or equivalent
- Three years of progressive clerical and secretarial experience
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word, and Microsoft Excel
- Good working knowledge of computer applications, including word-processing, database and spreadsheet packages
- Demonstrated ability to accurately transcribe at an acceptable level
- Demonstrated knowledge of standard office practices and procedures

B. DESIRED

- Previous experience with school athletics
- Completion of business school or high school clerical or business courses, or equivalent

SUMMARY

The Athletic Secretary performs clerical and secretarial work of moderate complexity and variety requiring a high degree of typing accuracy and speed. Work requires knowledge of high school athletic programs, initiative and the ability to exercise sound judgment. The Athletic Secretary relieves the immediate supervisor of a wide variety of administrative details by handling assigned duties, but may be assigned to more than one faculty member or administrative supervisor.

Reports to: Appropriate Administrator

ESSENTIAL FUNCTIONS

- Receive telephone calls and visitors, provide general information, open and distribute mail, and make appointments and travel arrangements
- Maintain records of expenditures and maintains a filing system
- Initiate and handle all request forms such as purchase orders, cash requests for athletic events and transportation
- Create and maintain transportation schedules including arrival and departure times
- Establish internal processes and procedures to ensure efficient workflow
- Answer inquiries, supply data and compile reports of a complex or confidential nature
- Plan the layout and preparation of complicated data to ensure uniformity and consistency of the final product, proofread material for accuracy, spelling and mechanics

ESSENTIAL FUNCTIONS – (continued)

- Assist the athletic director with all correspondence including memoranda and reports including weekly attendance reports and grade reports
- Input athletic schedules into the AIA website
- Maintain eligibility lists and physicals for all student athletes including clearance forms and packets
- Determine students' eligibility to participate in sport for each season, check grade eligibility of all student athletes and maintain eligibility reports
- Prepare and distribute monthly activity calendars
- Complete game change form for any cancellation, change of date/time or addition to the sport schedule
- Hire off-campus police officers for special events such as sporting events, prom, graduation, etc.
- File medical release for injured athletes returning to competition
- Assist the Equipment Manager in retrieving missing uniforms
- Exhibit patience, courtesy and tact when dealing with personnel of all levels
- Promote and support district-wide educational advancement in 21st Century Skills.
- Integrate knowledge and skills that are relevant to the 21st Century
- Perform other related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to handle multiple tasks
- Ability to remain seated for extended periods of time
- Ability to prioritize and organize
- Ability to communicate effectively with district personnel of all levels
- Ability to work alone and as part of a team
- Ability to reach, stoop, bend, twist, pull and occasionally carry up to 20 pounds