Carroll Independent School District
Job Description

JOB TITLE: Aquatics Secretary  Pay Grade: 0P4
Supervisor: Aquatics Manager  Employment Days: 260
Department: Aquatics  Wage/Hour Status: Non-exempt

MISSION:
Building on a Dragon tradition of excellence, the Carroll Independent School District will foster a safe, caring, and creative learning environment that inspires students to realize their full potential as they positively impact the world around them.

JOB SUMMARY:
This position will assist the Aquatics Director with the daily operations of the CISD Aquatics Center to ensure that the facility is utilized and maintained in a safe and efficient manner.

QUALIFICATIONS:
- Effective interpersonal skills
- Proficient in typing, filing, and office procedures
- Excellent oral and written communication skills
- High School Diploma or equivalent
- Previous office experience in an education environment preferred

MAJOR RESPONSIBILITIES:
- Oversee the receptionist desk at the Aquatic Center and the part-time clerk staff.
- Act as the on-staff communication specialist for the Aquatics Center.
- Assist in the processing of deposits, purchase orders and travel paperwork for the Aquatics staff.
- Record and make daily deposits of all income received.
- Complete necessary financial reports.
- Assist with the design and maintenance of web sites, handbooks, manuals, voice mail operations, and facility signage.
- Respond to public suggestions in the area of communication.
- Maintain a professional level of confidentiality regarding all district matters.
- Be adaptable and flexible in acceptance of changes in techniques and procedures.
- Uphold and adhere to safety rules.
- Keep abreast of innovative practices.
- Support the goals and objectives of the district and follow district policies.
- Perform other duties as assigned.

EQUIPMENT USED:
Standard office equipment including computer and peripherals and other instructional equipment.
MENTAL DEMANDS:
This individual should be a self-motivated starter; perform tasks with little or no supervision; maintain a proactive attitude when establishing relationships among district personnel; and maintain emotional control under stress.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:
This position will require approximately 25% walking; 50% standing/sitting and 25% lifting; carrying up to 25 lbs; and stooping/bending.

THE REFERENCED STATEMENTS DESCRIBE THE GENERAL CHARACTERISTICS, QUALIFICATIONS AND PERFORMANCE RESPONSIBILITIES OF THIS POSITION, HOWEVER, ADDITIONAL REQUIREMENTS MAY BE STIPULATED DURING THE TERM OF ASSIGNMENT.

REVIEWED BY: _____________________________________ DATE: _____________
(Director of Personnel Services)

APPROVED BY: _________________________________________ DATE: _____________
(Assistant Superintendent for Administrative Services)

Date Created: 9/2019

Date(s) Revised: