

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Athletics/Arts/Activities Office Assistant	Department: Athletics/Arts/Activities
Reports to: Assistant Principal (Athletics Director) Assistant Principal (Arts/Activities Director)	FLSA Status: Non-Exempt
Band/Grade/Subgrade: B-2-2	Bargaining/Work Unit: MSEA Clerical
Tier/Lane: Tier 5	Position Last Updated: June 2025

SECTION II: JOB SUMMARY

To provide clerical assistance to the Athletics/Arts/Activities Office.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Program Development
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists in the expansion and/or development of the athletics/arts/activities programs.
- Assists the Directors in publishing schedules/events online
- Assists the Directors in managing all district, conference, region/section and state events held in District 112
- Assists the Directors in implementation of district athletics/arts/activities policies & philosophies.
- Support the Directors in working with Booster Clubs

Duty/Responsibility No:	2	Statement of duty/responsibility: Finances
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists in maintaining accurate records of expenditures and budgets
- Basic fund 01 and knowledge of General Fund Revenue & General Fund Expenses
- Supports monthly reconciliation of program P-Cards as needed
- Requests quotations and prepares purchase orders for supplies, uniforms, and equipment (Skyward)
- Responsible for the payment of staff, event workers and officials
- Assists in the management of coaches, directors, and advisors contracts (regular/extended season)
- Assists the staff in collecting student registration fees
- Responsible for depositing registration fees
- Assists in the collection and deposit of gate receipts and other activity funds

- Assists in the preparation of cash box for events, as needed.
- Distributes budget status information as appropriate.

Duty/Responsibility No:	3	Statement of duty/responsibility: Clerical Support
Percent of Time:	50%	

Tasks involved in fulfilling above duty/responsibility:

- Answers Phones
- Greets public, staff and students
- Responds to inquiries from the public, staff and students
- Opens, sorts and distributes in-coming mail
- Maintains athletics/arts/activities schedules/contracts
- Maintains athletics/arts/activities online ticketing system for events
- Creates memos and letters as required by the Directors as needed
- Supports online student registration for athletics/arts/activities
- Maintains program eligibility rosters in Rschool/Arbiter
- Prepares programs for events
- Updates Infinite Campus with registration lists
- Works with officials associations
- Maintains extensive filing system
- Maintains office equipment
- Helps with the preparation of bulk mailings
- Collects fees and other payments
- Maintains website
- Tracks grades/GPAs as requested
- Assists Directors with Hall of Fame (applications/nominations, history, celebration preparation)

Duty/Responsibility No:	4	Statement of duty/responsibility: Facilities and Equipment
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Assists the Directors in scheduling all facilities used for athletics/arts/activities
- Assists the Directors in explaining the procedures for the proper care and maintenance of all district facilities and equipment used by programs
- Assists the Training Room/Equipment manager in equipment used by programs

Duty/Responsibility No:	5	Statement of duty/responsibility: Student Services
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Assists the staff in the registration for all student activity participants
- Assists in the maintenance of a permanent record file of all participants
- Responsible for coordinating student awards/lettering
- Responsible for coordinating the transportation of student participants to student events and competitions
- Schedules transportation for games, tournaments, events, etc.

Other duties as assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- A positive, friendly and outgoing personality with patience and flexibility
- Ability to organize and prioritize tasks and take direction from several sources
- Ability to analyze and summarize data
- Ability to learn and follow data privacy laws
- Ability to communicate effectively and with discretion
- Basic to intermediate knowledge of Microsoft Office Suite, and Google Applications
- Knowledge and understanding of office equipment
- Dependable and self-motivated
- Detail oriented
- Service orientated
- Ability to work independently and carry out a variety of time sensitive projects while maintaining accuracy and attention to detail
- Ability to work with diverse individuals to collect necessary information
- Ability to maintain confidentiality
- Excellent problem solving skills
- Ability to quickly learn software systems
- Evidence of an understanding of the school culture and environment and a commitment to carrying out the vision, mission and belief statement of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or equivalent
- Associate's degree in related field preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Previous experience within a school system: desirable
- Previous exceptional administrative assistant experience

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
<i>Physical</i>		<i>Lifting/Carrying</i>		<i>Exposure to Environ. Conditions</i>	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body	O
Walking	F	Up to 25 pounds	O		

Sitting	C	Up to 50 pounds	N	fluids	
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	F	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	F	Varying weather conditions	N
				Sight	
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	O	Vision for close work/ability to adjust focus	C
Distinguishing temperature	N			Looking at computer monitor	C
Traveling by automobile	O			Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.