BENTON HARBOR AREA SCHOOLS
JOB DESCRIPTION

TITLE: Athletics Secretary

LOCATION: Benton Harbor High School

SUPERVISOR: Athletic Director

JOB SUMMARY: To assist the Athletic Director with activities connected to the Athletics office, including facilitating game coordination, keeping detailed records, and providing timely reports regarding athletics.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE REQUIRED:
- High School diploma required. College experience preferred.
- Minimum of two (2) years of successful secretarial experience preferred.
- Possesses excellent typing, clerical, computer and communication skills.
- Demonstrates confidentiality in handling student and family information and ability to keep accurate records.
- Demonstrates initiative and excellent work habits (attendance, punctuality, responsibility).
- Previous experience working in an athletic department preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Perform secretarial duties for the Athletic Director as needed.
- Coordinates the operation of the Athletics office.
- Answers the Athletic office phone calls and provides assistant to visitors in a timely manner.
- Assist with scheduling athletic games for the District.
- Maintains supplies and office machinery for the Athletic office.
- Processes all requirements involved for student athletes enrolling in a sport. This includes ensuring eligibility requirements are met, such as physicals, parental permission, etc.
- Coordinates all student athletic information that needs to be disbursed to appropriate sources.
-Generates and maintains various reports, including student/parent handbooks, athletic handbooks, weekly athletic eligibility reports, etc.
- Coordinates and supervises annual sports physical exam day.
- Coordinates all transportation requirements for all Benton Harbor Area School athletic teams.
• Coordinates the production, announcement, selling and issuing of athletic tickets to students, staff and community members.
• Maintains a proper filing system to provide appropriate information regarding all phases of responsibility.
• Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:
• Possesses effective interpersonal skills and realizes the importance of maintaining positive public relations with students, parents and staff.
• Works cooperatively with others.
• Willingness to learn new things, including athletic department trainings.
• Ability to read and comprehend instructions, create correspondence, and memos.
• Ability to communicate clearly and concisely, both orally and in writing.
• Proficient in the Microsoft Suite software program.
• Must be available for flexible scheduling; to be involved in athletic events.
• Ability to perform duties with awareness of all district requirements and Board of Education policies, and to do so in a confidential manner.

PHYSICAL DEMANDS: 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. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk, hear and type using a keyboard. The employee is occasionally required to stoop and kneel. The employee must occasionally lift up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision and depth perception.

Terms of Employment:
This is a twelve-month position. Salary and benefits as established by the District

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

EQUAL OPPORTUNITY EMPLOYER