



JOB DESCRIPTION

Athletic Secretary (High School)

DEPARTMENT: School	SCHEDULE: 106
REPORTS TO: Principal; Athletic Director	WORKDAYS: 200
CLASSIFICATION: Classified	FLSA STATUS: Non-Exempt
PCS CODE: 86	DATE: March 2026

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, provides clerical and administrative support for the high school athletic office, Athletic Director, and assigned administrator(s). Assists in implementing District athletic procedures, scheduling activities, coordinating duties of the athletic office, and administering support for department initiatives, handling special projects and problems, etc.

MINIMUM REQUIREMENTS

Education:

High School Diploma required.

Associate's degree in secretarial science or business preferred.

Certification/License:

Must possess a valid South Carolina driver's license or government issued picture ID.

Work Experience:

One (1) year of secretarial and administrative support experience preferably in a school setting; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of office management, modern office procedures, systems, and equipment.
- Knowledge of state compliance requirements applicable to high school athletics.
- Knowledge of District policies and procedures that pertain to the specific responsibilities of the position. Knowledge of District and school safety and security procedures.
- Proficient knowledge and use of computer applications relevant to the position, including the District student information systems (SIS) and District financial accounting systems.

- Knowledge of District procurement and bookkeeping practices, as applicable to the position.
- Strong organizational and problem-solving skills to manage deadlines and address issues. Ability to maintain high standards of organization and accuracy in exercising duties. Excellent attention to detail when verifying documentation.
- Excellent customer service and interpersonal skills. Ability to communicate effectively with students, parents, school personnel, District staff, temporary workers, and business partners in oral and written form. Proficient skills in business English, writing, editing, and preparing correspondence, presentations, and other documents.
- Ability to handle frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Provides administrative and clerical support to the athletic office, Athletic Director, and assigned administrator(s) including but not limited to answering the phone, greeting visitors, communicating with parents, etc.
- Assists with verifying player eligibility and appropriate documentation according to District and state standards. Maintains player eligibility, parent contacts, and other required records for each student athlete.
- Accesses the student information system (SIS) and parent electronic notification systems in compliance with District requirements.
- Collects athletic fees and provides receipts to students; collects gate receipts for athletic events; makes timely and accurate deposits of all transactions.
- Performs accounting/bookkeeping processes including but not limited to creating and managing purchase orders, verifying expenditures, and monitoring budgets. Sets up payment for officials and temporary workers through District-approved systems.
- Maintains master schedules for all sports; coordinates with opponents, officials, media, school staff, and other designated parties on all scheduling, updates, and cancellations.
- Schedules appointments and meetings to maintain the athletic department calendar. Assists with scheduling of facilities, travel arrangements, and transportation for athletic practices and events.
- Assists with various aspects of game day preparation including but not limited to scheduling workers, creating event layouts, making security and custodial requests, etc.
- Assists with social media content, engagement of community partners and corporate sponsorships, and related community events.
- Provides excellent customer service in response to all complaints and inquiries or refers them to the appropriate persons and/or departments.
- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff. Ensures Federal Rights and Privacy Act (FERPA) regulations are strictly observed in the management of student records.
- Establishes a professional rapport with District families and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, temporary workers, and community members.
- Presents a positive image of Richland School District Two and complies with the District's Board policies at all times.
- Participates in school/District level meetings and training, as required.
- Assists in providing adequate coverage for the front office by greeting and assisting visitors, students, and staff, as assigned by the supervisor.
- Demonstrates prompt, regular attendance and is available to work during normal business hours.

- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.

Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh ten (10) or more pounds on a frequent basis.

Environmental Requirements: Ability to work cooperatively with others; work independently; work indoors; work outdoors as necessary for the position.

Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.

Additional Work Conditions and Physical Abilities: Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.

Original Date: March 2026