



Position Title: **Secretary II High School (Athletics & Activities)**

Department: Athletics/Activities

Reports To: Athletic Director

SUMMARY: Under minimal supervision, the Athletics & Activities Secretary performs a wide variety of clerical work for the Athletic Director at the high school level. The Athletics & Activities Secretary serves as the primary contact person for students, parents, staff, coaches and community members for issues pertaining to athletics and activities. The position requires use of independent judgment on well-defined rules and regulations. The Athletics & Activities Secretary provides services which may include clearing athletes for all OSAA and Club Sports/Activities, arranging for bus transportation and ordering supplies. Non-routine phases of work are referred to the Director of Athletics and Activities for advice.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Consistently represents Ontario Schools in a confidential, positive, professional manner and focuses on strong customer services
2. Contributes to the overall positive atmosphere of the school by maintaining professional rapport with students, parents, staff and coaches
3. Assists with clearing students for athletics and activities, following all district and OSAA guidelines
4. Keeps current on district and OSAA policies regarding athletics/activities eligibility
5. Maintains and processes all athletic/activities files
6. Maintains accurate records
7. Inputs attendance for athletics/activities in student information system
8. Maintains weekly athletic/activities calendar
9. Assists with updating/maintaining the athletic and activities pages, as well as other approved links and related sites on the school's website
10. Assists with clearing coaches following all district and OSAA guidelines
11. Assists with updating/maintaining staff training records
12. Prepares athletic/activities statistical reports for the district and OSAA
13. Answers phones, takes and delivers messages, furnishing desired information or referring callers to proper personnel
14. Develops and prints rosters and programs for athletic events
15. Provides communication to students, parents and staff through the use of media announcements and other forms of communication
16. Provides certificates for athletic/activities teams and maintain a record of student achievements

17. Orders, receives, distributes, and inventories supplies for the department
18. Works with the Athletic Trainer, School Nurse and other employees, as necessary, regarding concussion management and tracking
19. Works with District Transportation Supervisor to arrange travel for sports teams
20. Assists with payroll records for event workers
21. Fulfills performance standards identified in the evaluation process as required by the position
22. Fulfills working conditions and physical effort listed in job description
23. Runs daily attendance reports and weekly grade reports for coaches
24. Assists AD with staffing for home contests: admission, concession stand, announcers, scoreboard personnel, confirming officials
25. Correspond with district staff and stakeholders via email
26. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: None

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); experience in general office work and/or training preferred.

LANGUAGE SKILLS: Bilingual preferred, but not required. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports, and business correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES: Must type 55 words per minute. Ability to operate office machines and computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with

awareness of all district requirements and Board of Education policies. Ability to handle a variety of duties all at once.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, talk and/ or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

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 individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date