

## USD 313 EDUCATIONAL SUPPORT STAFF POSITION DESCRIPTION

POSITION TITLE: **BHS ATHLETIC DEPT. SECRETARY**

SUPERVISOR: Athletic Director / Principal

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-exempt

### QUALIFICATIONS:

1. High School diploma or equivalent
2. Computer skills
3. Working knowledge of office equipment
4. Telephone skills
5. Demonstrate ability to manage regular office routines
6. Good verbal and written communication skills
7. Neat, responsible, punctual, dependable
8. Must possess respect for confidentiality
9. Willing to learn, accept change, be creative, be a self-starter
10. Be sensitive to needs of students and be able to relate well with students & staff
11. Maintain current TB testing as required by Health Department regulations

### ESSENTIAL FUNCTIONS:

1. Provide office and clerical support to ensure the smooth operations of the Athletic Department.
2. React to change and frequent interruptions in a productive and positive manner; meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.
3. Schedule appointments, make travel arrangements, and assemble material for meetings for the purpose of ensuring that activities run smoothly.
4. Prepare rosters and programs for sports and other activities, keep website updated for the purpose of informing coaches, participants and patrons of upcoming events.
5. Maintain Athletic Dept. checking account, provide cash box and prepare gate deposits, collect and process orders as needed.
6. Process all high school Athletics Fund purchase requisitions for the purpose of acquiring supplies and equipment, registrations, uniforms, entry fees, etc.
7. Collect all fees and process refunds for the purpose of maintaining accountability of school funds.
8. Receipt and deposit all money collected and pay all bills in order to account for purchases.
9. Run monthly reports and transfer money to the school district Business Department for the purpose of maintaining oversight of all funds.
10. Ensure all activities conform to district guidelines for the purpose of continuity within the district.
11. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
12. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
13. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Must be able to work in noisy and crowded environments
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.

4. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 5/13/2013