

Secretary, Director of Athletics and Activities, S3/12

JOB DESCRIPTION

POSITION TITLE MINIMUM

Secretary to the Director of Athletics and Activities - CHS
College degree preferred

QUALIFICATIONS

Secretarial skills and a high degree of computer literacy that includes the use of Microsoft Office Applications

At least two years of secretarial work experience, which demonstrates computer proficiency

Ability to interact with the general public with extreme tact, discretion and diplomacy

Ability to work independently and as a part of a team

Ability to multitask and work under pressure

Participates in the development of a work environment that is supportive to the educational goals of the district

REPORTS TO JOB GOAL(S)

Director of Athletics and Activities

To assist the Director of Athletics and Activities in a wide variety of activities and responsibilities

PRIMARY RESPONSIBILITIES

(Including Any Physical and Environmental Factors)

- 1.Ability to handle large volumes of word processing, communications, and professional responsibilities
- 2.Ability to handle special projects with detail and accuracy
- 3.Operate office machines
- 4.Maintain current competency in the use of computer technology
- 5.Maintain accurate organizational records that support the Office of the Director of Athletics and Activities
- 6.Maintain excellent professional relationships with faculty, students, and staff
- 7.Maintain weekly and monthly calendar of events
- 8.Prepare weekly staff/ student school bulletin
- 9.Verifies transportation for away contests

Verifies officials for home contests

Verifies time and site of events with opponents

Verifies that all athletes have had physicals

- 10.Processes paperwork for field trips
- 11.Maintains calendar and processes paperwork for facility usage
- 12.Budget and purchase orders
- 13.Academic eligibility checks

Coaching evaluations

Diversity reports

- 14.General secretarial duties
- 15.Such other duties and responsibilities as may be assigned by the administrator and/or the building principal

TERMS OF EMPLOYMENT 12 Months

Salary per SOMEA contract