

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: High School Athletics Office Assistant

BASIC FUNCTION:

Under the supervision of the principal and general direction of the athletic director, provide clerical support related to the functions and activities of the High School Athletics Office involving frequent and responsible contact with students, staff and general public involved in athletics. Under general supervision, to assist in the duplication print production process, including the set up and operation of related material reproduction equipment; to collate, bind, package, and shelve printed and print supplies; and to do other related work as required.

ESSENTIAL DUTIES:

- Assists in the coordination of individual sport schedules with local schools and leagues.
- Assists in the coordination of transportation schedules for individual sports; assists in the equipment inventory process for individual sports.
- Assists in the development of eligibility lists and rosters for individual sports.
- Assists in the monitoring of athletic budget and season-of-sport budgets.
- Provides for a thorough check system for home and away athletic events to ensure all aspects of the event have been covered.
- Assists in the development of rosters for all home athletic contests and ensures that individuals are scheduled for supervision of events.
- Greet and assist students, faculty, staff, parents and others; schedule and coordinate meetings, appointments, and conferences as needed.
- Initiate and answer phone calls and take messages; provide information and assistance to students, teachers, parents, and others regarding the functions and activities of the Athletic Office.
- Assist students and parents in correct procedures for completion of forms and applications; review completed forms for accuracy and completeness; process forms, requisitions, suspensions, and related materials.
- Compile and maintain a variety of records and reports according to established procedures and time lines; receive monies and issue receipts as needed.
- Maintain appropriate files, forms, cards and records; operate computer terminal to input and update a variety of data; generate a variety of labels, lists, reports, records and rosters as required.
- Operate a variety of office machines, including calculator, copier, computer and printer.
- Provide interpretation and explanation of policies related to the function assignment for parents, staff, coaches, and students.
- Type, duplicate and distribute a variety of correspondence and documents, including purchase requisitions, letters, notices, articles, reports, forms, lists and certificates; attend meetings, take, and prepare and distribute minutes as assigned.
- Receive, sort, and distribute mail; order, maintain and distribute materials, supplies and equipment as directed.

OTHER REPRESENTATIVE DUTIES:

- Engage in cross training on school or district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods, practices, procedures, and terminology pertaining to financial and statistical record keeping.
- Modern office practices, procedures, and equipment.
- Data management, storage, and retrieval systems.
- District policies, regulations, and guidelines pertaining to the maintenance of athletic records, high school athletic programs and the guidelines that govern such programs.

Ability to:

- Effectively and efficiently perform responsible general clerical and bookkeeping functions pertaining to the high school athletic program;
- Demonstrated proficiency in maintenance of schedules, rosters, contracts, and related correspondence;
- Strong interpersonal skills and ability to maintain clear lines of communication between various components of the athletic program and the administrative staff;
- Demonstrated organizational skills and ability to work within set timelines and schedules;
- Perform arithmetical calculations with speed and accuracy;
- Skillfully operate standard office machines and equipment;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

MINIMUM QUALIFICATIONS:

Experience:

Two years of experience performing responsible financial, statistical, and general clerical services.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework in accounting, office practices, or other related areas.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures functions and limitations of assigned duties