

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Secretary – Athletic Director

Reports to: Athletic Director

Approved By: Board of Education

Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative support to the Administrative Assistant/Athletic Director.
2. Office receptionist.
3. Maintain confidentiality regarding information.
4. Type all correspondence pertaining to athletes.
5. Type correspondences and documents.
6. Help coaches with the handbook, typing, college request, etc.
7. Update and maintain student records.
8. Set up a team and individual sports pictures.
9. Maintain up-to-date roster for each sport, complete entry forms for various competitions, and send information to the appropriate agency.
10. Maintain monthly bus schedules for all extra-curricular activities.
11. Maintain and distribute the master calendar.
12. Send ticket information and other needed game information to each school played.
13. Maintain all physical forms, athletic waivers, and medical emergency forms.
14. Maintain Athletic Web Site.
15. Maintain impact testing records.
16. Administer the impact test.
17. Maintain the athletic facilities schedule
18. Daily correspondence with all level coaches.
19. Maintain athletic awards and completion certificates.
20. The Secretary shall perform other duties as assigned by the supervisor, the Principal, or out of the necessity to fulfill the requirements of the position.