

WAUNAKEE COMMUNITY SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT TO THE ACTIVITIES DIRECTOR

Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable but not required).
2. Organizational skills, typewriter/word processing skills and proficiency in communication skills.
3. Ability to operate office machines such as computer, typewriter, copier, and fax machine.
4. Knowledge of software currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.

REPORTS TO: Activities Director

GENERAL RESPONSIBILITIES:

Performs secretarial responsibilities necessary to accomplish objectives established by the Activities Director. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

ESSENTIAL FUNCTIONS:

1. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.
2. Sort and distribute activities department mail and correspondence.
3. Maintain workable filing systems for the activities department.
4. Prepare correspondence for the Activities Director.
5. Organize and maintain an efficient office.
6. Type schedules and programs for Activities Director.
7. Update Wisconsin Interscholastic Athletic Association cards and school forms on each student.
8. Assist with athletic official contracts and prepare pay vouchers for officials.
9. Order supplies.
10. Prepare cash boxes for all games where admission is charged and reconcile cash boxes after game.

11. Assist in maintaining faculty usage schedules including scheduling evens, setting up evens and billing for evens when necessary.
12. Schedules usage of all school vans.
13. Maintain confidentiality and loyalty to employer.

OTHER FUNCTIONS:

1. Perform other responsibilities as assigned by the Activities Director.
2. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994
9/8/97
April 2002
October 2006

Waunakee Community School District