

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Student Activities Secretary

QUALIFICATIONS:

1. Certified on an employees medical examination form to be fully qualified in health for the position by a licensed physician.
2. High School graduation including courses in Bookkeeping, Accounting, Business English, mathematics, and computer application.
3. Experience in bookkeeping and accounting, or demonstrated competence in tasks assigned.
4. Such alternatives to the above qualifications as the Board may find appropriate and a

REPORTS TO: Activities Director

JOB GOAL: To assure the smooth and efficient operation of the school activity office so that the offices' maximum positive impact on the students can be realized.

PERFORMANCE RESPONSIBILITIES:

1. Obtains, gathers, and organizes pertinent data
2. Establishes and maintains the school master activity calendar
3. Assists with the planning and coordination of all sports and activity Auds.
4. Assists with the preparation and distribution of student/coaches handbooks.
5. Assists with the coordination of membership requirements, finances, and financial a
6. Assists with the coordination of school productions and social functions.
7. Assists with the receipt and disbursement of student activity cash funds
8. Assists with the planning and coordination of student activity fundraising.
9. Meets with vendors regarding rings, photographs, caps and gowns, and similar products a
10. Prepares and distributes weekly activity and special events calendar to all school b
11. Assists with assignment of staff to expedite activities and provide proper supervision and security.
12. Assists with the preparation and distribution of awards and acknowledgments.
13. Assists with the coordination of all summer camps and activities.
14. Assists with nursing responsibilities
15. Places, receives, and routes all incoming calls.
16. Generates all purchase orders, deposits, and payments for the activities department.
17. Other duties as assigned by the principal.

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TERMS OF EMPLOYMENT: Twelve month year. Salary established by Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/7/03