

## POSITION DESCRIPTION

Position Title: **ATHLETIC SECRETARY/BOOKKEEPER - HIGH SCHOOL**

Reports To: Athletic Director

### POSITION SUMMARY:

The purpose of this position is to perform specialized and complex secretarial, clerical, and office coordination duties for the high school athletic department and to accurately maintain the Associated Student Body Account records.

### MINIMUM QUALIFICATIONS:

1. Minimum 2 years of college or post-secondary training appropriate to the position or three years of experience in bookkeeping using computer spreadsheets and databases, and general clerical work.
2. High School Diploma or equivalent by OAR 581-37-030.
3. 18 years of age or older

### ESSENTIAL FUNCTIONS:

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Recognize, listen, and respond to sensitive situations with students, parents, and staff.
5. Maintain athletic activities master schedule.
6. Perform secretarial and administrative support functions requiring independent judgment, decision-making, and problem solving.
7. Be knowledgeable of Oregon State Athletic Association (OSAA) policies and procedures.
8. Perform all of the necessary functions to maintain accurate Associated Student Body Accounts, including data entry, regular and ongoing reconciliation of accounts, documentation of activity, and establishing an organized recordkeeping system.
9. Provide secretarial support to the athletic program.
10. Maintain the eligibility records for all levels of sports according to OSAA ruling; verification of grades for current students and transfer athletes, file hardships and ex-student forms.
11. Maintain and protect the confidentiality of athletic records or athletic fees, ASB cards, insurance and medical emergency card.
12. Process correspondence for athletic director including district, league letters, schedules, rosters, etc.
13. Verify all sports events prior to date of event.
14. Contact officials and schools regarding changes or additions to the schedule of events due to conflicts, weather, etc.

15. Assist athletic director with all details related to game management.
16. Maintain log of athletic keys issued to staff.
17. Coordinate fall, winter, and spring Sports Awards Nights (i.e., correspondence to parents, coaches, providing certificates, letters, plaques, etc.)
18. Assist the athletic director in the preparation of budget, purchasing orders, the receipt of purchases, inventory, etc.
19. Answer and screen telephone calls and screen walk-in visitors, provide information on school policies/procedures or refer calls to appropriate staff member.
20. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
21. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
22. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
23. Assists parents and community members as needed.
24. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
25. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
26. Complies with professional development activities as required by the District.
27. Holds expectations for high performance of self and students.
28. Demonstrates computer literacy and operates software programs as related to job responsibilities.
29. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
30. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
31. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
32. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements:  Yes  No

If yes, see addendum to Athletic Secretary/Bookkeeper-High School description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged, with salary according to current schedule.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date