

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201 JOB DESCRIPTION

Job Title: **Athletic Director Secretary**
 Pay Schedule/Range: **\$14.50/hour**
 Prepared/Revised Date: **September 15, 2021**

Reports To: **Athletic Director**
 FLSA Status: **Non Exempt**
 Work Year: **200 Days**

SUMMARY: The Athletic Director Secretary ensures that all functions of the Athletic Department are executed to best support the athletes/participants, coaches, families, teachers and Administrators of Minooka District 201 to further the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Prepare and maintain financial records and budgets for the athletic programs.	D	5%
2. Initiate purchase orders, check requests, travel advance requests and work orders	D	10%
3. Assist with the management of the deposits and payment requests within the athletic activity account including the preparation and auditing of cash boxes for all athletic events.	D	10%
4. Receive, sort and distribute all items for the athletic department.	D	5%
5. Manage the scheduling and confirmation of: <ul style="list-style-type: none"> • Officials contracted for all events • Buses needed to transport athletes/participants with the Transportation Department • Upcoming scheduled events with opposing teams 	D	20%
6. Update calendars, schedule meetings and Prepare paperwork for informational meetings in regards to sports registration, physicals and other forms.	D	10%
7. Collaborate with the District Office and coaches to verify the status of Volunteer Coaches' paperwork and fingerprints.	D	5%
8. Receive and respond to general questions from parents, the public, teachers, counselors, and administrators concerning all sports activities and forward concerns to the Athletic Director for additional follow up when necessary.	D	10%
9. Maintain an inventory of all athletic uniforms and facilitate an effective uniform check-out and check-in process for each program.	D	10%
10. Assist in the maintenance and inventory of equipment, including medical.	D	5%
11. Ensure the timely distribution of medical kits and equipment to each coach/program at the start of the season while also creating a process to audit and refill med kits based on need and/or the checklist turned in by coach.	D	5%
12. Performs such other tasks as may be assigned by the Athletic Director and/or any Minooka 201 Administrator.	D	5%
TOTAL =		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Associate Degree in Secretarial Science preferred
- Minimum of 1 year of secretarial or school experience (supporting education, preferred)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE
	Athletic Director and/or MJHS Administration

Direct reports:	POSITION TITLE	# of EMPLOYEES
	None	0

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.