

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	CALENDAR DAYS
B	2	3	260
JOB TITLE			CONTRACT REFERENCE
Secretary to Director of Activities			Clerical, Library, Health, and Computer Assistants
TITLE OF IMMEDIATE SUPERVISOR			VERSION DATE
Director of Activities			May 2023

JOB SUMMARY

Assist the Director of Activities in carrying out the overall operation of the districtwide fine arts, sports and activities.

Task No.		Frequency
1.	Calculates, manages and maintains staffing and activities budgets: <ul style="list-style-type: none"> • Calculates salary, reviews budget codes and submits to Human Resources program staffing for coaches and advisors • Updates staffing and salary information seasonally with Human Resources • Coordinates, records, calculates, and submits for payment all event staff including game officials, event workers, and volunteers • Orders, inventories, and distributes supplies and equipment for district activities and athletic programs • Tracks income and expenditures for multiple special activities accounts • Sets up cash boxes for all athletic events and activities. • Audits tickets counts and deposit funds • Reconciles all budgets for general fund 	30%
2.	Compiles data, interprets and assists in preparation of required reports and forms including: <ul style="list-style-type: none"> • Prepares interscholastic athletic activities reports required by Minnesota State High School League, the State of Minnesota, the Federal Free and Reduced Lunch program, and NCAA Clearinghouse. • Processes end of season summaries for coaches, advisors, and administrative staff • Collaborates with the Director of Nutritional Services to obtain and maintain food service licensure and compliance for the Anoka County Department of Health 	25%

3.	Provides assistance and support to parents, administrators and students by: <ul style="list-style-type: none"> • Managing the registration process for all high school and middle school extra-curricular athletics, activities, clubs and camps • Supports the student insurance program. Suggests alternative options. • Addresses issues regarding eligibility/ineligibility and fee payment arrangements 	15%
4.	Assists the Director of Activities Administrator with clerical support to the overall management of the District Activities Office and coordinates communication among coaches, advisors, facilities, game officials, parents and students to include: <ul style="list-style-type: none"> • Drafts, edits, and/or prepares correspondence, rosters, and game contracts for Director of Activities Administrator, coaching staff, club advisors and teams. • Maintains current and accurate records of students' participation and awards. Compiles information for eligibility/ineligibility of participants • Prepares and coordinates distribution of all athletic/activities registration forms, parent and coaches handbooks, and Activities Brochure. • Arranges for meetings and appointments between Director of Activities Administrator and coaches, club advisors, parents, students, vendors and the general public 	15%
5.	Event Scheduling and Management to include: <ul style="list-style-type: none"> • Maintains event and facility schedules and coordinates all game, activity and high school events for school district, conference and state online calendars and websites. • Coordinates all transportation needs for high school and middle school athletics and activities and communicates information to coaches/advisors, students and parents. • Secures, schedules, and confirms officials for activities and athletic events for both in-district and visiting schools. 	13%
6.	Provides High School and District Office reception coverage as needed.	1%
7.	Other duties as assigned by the Director of Activities	1%

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment)

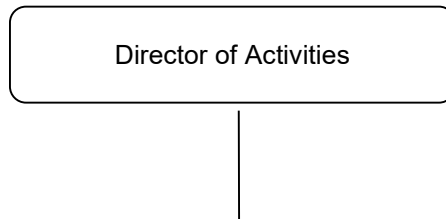
1. AA degree or equivalent experience/training in office administration/management.
2. Proficient in word-processing, data bases, and spreadsheets.

3. Ability to multi-task in a fast paced environment and manage a high volume of work with competing priorities.
4. Demonstrated patience and skill in communicating effectively with diverse students, staff and families.
5. Experience in accurately collecting, tracking and reporting money.
6. This position requires occasional availability to work evenings and weekends in support of activities
7. Ability to keep information confidential.

PREFERRED QUALIFICATIONS

1. Familiar with website data management.
2. Experience working in a school district and/or a school activities office

ORGANIZATIONAL RELATIONSHIPS



SYMBOLS

DIRECT SUPERVISION	INDIRECT SUPERVISION	WORK DIRECTION	ADVISE/INFORM
_____	-----	-.-.-.-

PHYSICAL FACTORS

The physical demands described here 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. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds,