

Job Description
MOORE PUBLIC SCHOOLS

5.37

Job Title: Secretary to Athletic Facilitator/Financial Clerk Assistant - High School

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high school in computers, bookkeeping and basic office skills.

Training or Experience Required: 2 years of bookkeeping, 3 years secretarial experience and computer experience using databases, word processing and spreadsheets. Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes completing forms. Knowledge of grammatical structure and vocabulary in order to prepare correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English. Informs students and volunteers of their duties while working at athletic events.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines (i.e., computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, CRT/computers (OCAS) and multi-line telephone consoles. In addition, uses ten key bookkeeping machines, more complicated software programs consisting of word processing and spreadsheets.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills - Incumbent needs to spell correctly and proofread work of others concerning spelling and grammatical structure.

Typing Skills: Typing/Word Processing at 50 WPM required.

Site: High School

Reports To: Principal/Athletic Facilitator

Job Goal (Purpose of Position): Performs skilled level clerical duties under limited supervision to assist the Principal with financial information and monies for activity accounts at the high school. Works with parents, children, faculty, and other schools and departments. Is responsible for assisting the athletic facilitator with all clerical and minor administrative details so he/she can work more efficiently and effectively.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work related concerns. Creativity, initiative and effective problem solving are important to the success of the position.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

Assists financial clerk with the following duties:

1. Collecting, counting and receipting all monies from school activities.
2. Preparing daily deposits for all activity accounts.
3. Maintaining all records relating to activity accounts. Maintaining accounts payable for activity accounts and inputting proper information into computer program (OCAS) for payment.
4. Balancing statements and informing principal and sponsors of status of accounts.
5. Verifying activity account bills and preparing payments.
6. Coding, typing and processing all P.O.s and requisitions for school activity accounts and general fund accounts.
7. Ordering supplies from warehouse. Receiving and delivering shipments to designated areas.
8. Maintaining knowledge of and following district policy regarding school activity accounts, general fund accounts, OCAS, and other budgetary requirements.

9. Contacting students and parents regarding debts for lost or damaged textbooks, returned checks and other debts as necessary. Addressing and mailing all checks for student activity accounts.
10. Overseeing time sheets for security, student workers, etc.
11. Assisting in other office duties as needed.
12. Effectively managing all communications between students, parents, school personnel, and staff. Typing on computer, word processor, or typewriter, from rough draft or from other transcription device.
13. Compiling and preparing/composing documents, reports and communications. Such reports include but are not limited to attendance, attendance records, state reports, office correspondence, purchase orders, ineligibility lists, etc.
14. Assisting with registrar's function including enrolling or transferring students, creating/preparing student files, etc.
15. Receiving visitors, handling telephone calls, and providing assistance or technical information concerning policies, procedures, and other details. Taking and delivering messages. May assist in opening and distributing mail.
16. May assist with inventory and purchasing.
17. May operate two-way radio to dispatch information
18. Organizing and maintaining various files including confidential files
19. Scheduling meetings and making sure all information and arrangements are taken care of.
20. Operating office equipment including a computer and must have knowledge of both word processor and spreadsheets software applications.
21. Handling travel arrangements, appointments, and schedules. May monitor ticket sales and petty cash.
22. Assisting athletic facilitator with semester eligibility of athletes.
23. Enrolling students in appropriate sport(s) and ensure that enrollment is listed on the students. schedule.
24. Changing schedule for sports as the season change and re-enroll in the appropriate sport.

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25. Ensuring students are scheduled in appropriate sport to receive correct semester grade.
26. Submitting a weekly list of current enrollments to assure that students will appear on the weekly eligibility roster.
27. Run the current enrollments at each semester along with the listing of "Failure Grades" for each sport in each season.
28. Assisting athletic facilitator with OSSAA academic reports, letters to visiting teams, roster, athletic schedules, and transportation.
29. Assisting junior high athletic facilitators with eligibility.
30. Performs other duties as assigned by the athletic facilitator/principal.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the radio and telephone. Must be able to replenish supplies as needed.

TERMS OF EMPLOYMENT: 185 days

SALARY: Category B

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Approved: 02-12-01