

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Secretary, High School Athletics
Date Prepared or Last Modified: December 2021
Work Year: 10 Months
Department: Athletics
Reports To: Athletic Director/Assistant Principal

SUMMARY: Perform administrative and secretarial duties supporting the athletic program and additional activities, departments, teachers assigned to the Athletic Director at the high school using Breakthrough Coaching methods. This is a fast-paced, multi-tasking position that requires quick decision-making and flexibility and exceptional organizational skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- D 25% Administrative Support: Support and collaborate with the Athletic Director to insure successful implementation of the athletic department. Duties may include, but are not limited to, organizing multiple calendars (athletic/activities facility usage, Athletic Director's calendar, inclement weather schedule), utilize multiple athletic platforms, maintain coach and student files, assist with other roles and responsibilities of the athletic director and correspondence with the day-to-day activities.
- D 60% Office Operations: Maintain and communicate the operations of the athletic office to ensure a highly organized and efficient office. Duties include quality record management (student, coach, medical, financial, human resources). Duties also include preparing forms, reports, memos and email correspondence.

Maintain calendars of all events, including acting communicator for all activities/athletic trips (Triptracker) while updating changes in dates, times and weather. Confirm all athletic contests and communicate changes to administration, coaches, other schools, game workers, officials, transportation, parents and athletes.

Collect and input data information for every athlete on athletic fees, physicals, emergency contact info, and student athletic code of conduct (via current electronic platform)).

Collect and maintain CHSAA eligibility information (via current electronic platform)) as it pertains to transfer, homeschool, International, students from schools without a program and current students. Refer to CHSAA bylaws, 27j Schools policies and other applicable regulatory guidelines to ensure department and athlete compliance with said regulations. Ensuring compliance includes, but is not limited to, contacting parents about said non-compliance and assisting them with moving towards a positive outcome for their athlete.

Assist with season ending activities, including banquets, certificates and awards, verifying eligible letter winners and academic awards from the league and CHSAA. Maintaining records of season ending reports including individuals, league and state champions.

Arrange all college signings. Purchase and set up decorations, refreshments, contact media and confirm with parents.

Attend league meetings, CHSAA meetings, assist with parent/coaching meetings.

Coaching support:

While providing Personnel Action and Personnel Posting requests to Human Resources for all new hires, collect supplemental coaching contracts as well as volunteer coach applications.

Track coaches leave requests, salary/benefits reports and supplemental pay sheets. Evaluate and correct time worked and coding of payments. Submit coach stipend requests to payroll department. Compile and monitor all coaching contract and staff allocations providing them to district finance office thru Applitrack postings/hiring, setting up interviews, and making phone inquiries for athletics and additional departments assigned to the Athletic Director.

Arrange district transportation to and from all athletic events. Determining depart time and length of trip to ensure correct arrival time. Sending accurate lists to staff and attendance of athletes to be dismissed from class.

Assist in arranging rental transportation, hotel rooms for teams and coaching staff. Provide paperwork for scheduled small vehicle training. Maintain insurance records for parents and coaches transporting athletes.

CHSAA: Compile all coaching concussion tests, CHSAA tests, CPR certification, and volunteer paperwork (via current electronic platform).

Contract and retain game officials, game workers (gate, scorebook, clock, supervision, announcers, game manager) for athletic events.

Contact other high school departments and vendors to discuss invoice billing, payments, credits and receipt of athletic contracts. Generate request of payments and monitor entry fees received. Support supervision of coaches' p-card receipts, working closely with the Finance Secretary. Provide programs and cash boxes (gate) for all athletic events. Verifying and preparing deposits of all funds collected during those events

D 10% Client Services: Ensure a welcoming office environment that supports internal and external operations. Duties include answering phone calls, greeting and directing visitors and providing materials and information.

Ongoing 5% Perform other duties as assigned.

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.

EDUCATION AND TRAINING High school diploma or equivalent.

EXPERIENCE: 1-year clerical experience, working knowledge of Google, Microsoft Office components

SKILLS, KNOWLEDGE, & EQUIPMENT. Requires oral and written communication, interpersonal, organizational, public relations, strong math, basic accounting, tact, customer service, and intermediate microcomputer skills. Basic knowledge of athletics and Colorado High School Activities Association guidelines preferred. Operating knowledge and experience with telephones, microcomputer, printer, general office equipment, and ten-key calculator. Operating knowledge of copiers required within 2 weeks after hire. Operating knowledge of Infinite Campus, Alio, SDMS, FamilyID, Triptracker, Applitrack, rSchool and/or other programs required for this position within a 2 week period after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: First Aid/CPR

SUPERVISION/TECHNICAL RESPONSIBILITY: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting the Athletic Director with planning, assigning, and directing work; addressing complaints and resolving problems; training employees; and appraising performance. Acts as a resource for administrators, staff, parents and students within the school regarding eligibility, events, fees, programs, and transportation related to athletic and activity events. Reports to the Athletic Director.

JUDGMENT AND DECISION MAKING Work is assigned by Athletic Director/Assistant Principal, volume of athletes and fees/monies, and self-directed. This position requires organizational skills, knowledge of CHSAA rules and guidelines, and District and school policies and procedures to accurately assess student eligibility, compile and manage accurate reports and files, accurately collect and account for fees and monies, and effectively arrange logistics for athletic and activity events. Work is guided by District, school, and CHSAA policies and procedures. Decision-making requires collaboration with faculty, Principal, and Assistant Principal/Athletic Director. Supervisor is always involved in decision-making.

DIVERSITY OF DUTIES: Requires strong knowledge of District, school, and CHSAA rules and guidelines. Requires secretarial, strong math, basic accounting, microcomputer, strong communication, problem solving, and customer service skills. Able to adapt to change in a fast-paced environment.

SAFETY TO SELF AND OTHERS Low exposure to self to bruises and cuts due to typical office accidents. May also have exposure to and expose others to injuries if a crisis situation is not handled effectively.

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 sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell (to discern smoke in the building and alcohol and/or drug use by students). The employee must occasionally lift and/or move up to 25 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 communicate, use interpersonal skills, and compute. Frequently required to compare, analyze, coordinate, instruct, synthesize, and evaluate. Occasionally required to instruct and negotiate.