

ATHLETICS ASSISTANT



Purpose:

The Athletics Assistant helps ensure the organization and efficiency of daily operations of the Athletics Office by performing a wide range of complex senior-level clerical and administrative duties.

Reports to: Athletic Director and Building Principal

Distinguishing Characteristics:

The Athletics Assistant performs independent work of a regular and recurring nature under general supervision. The nature of the work requires adherence to policies, procedures and regulations of the Beaverton School District as well as the Oregon Schools Activities Association. The incumbent interfaces regularly with school and District administrative staff, teachers, non-licensed school staff, colleagues, students, and the general public. The work requires routine handling of sensitive materials and a commitment to maintain the highest levels of confidentiality. The work requires a high level of professional decorum, calmness, and the ability to independently address problems of a varied nature while acting as a role model to young people. The incumbent schedules, manages, and supports the process of hiring several positions that are required to run sporting events, adhering to the regulations of the Oregon Schools Activities Association.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Maintain effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
3. Assume responsibility for accounting functions preparing, maintaining, or verifying all related financial activity, records, and reports for the athletic department and athletic programs.
4. Perform various accounting duties, including tracking the Athletic budgets, monitoring billing and expenditures, balancing accounts, processing expense reimbursements, and collecting various building or departmental funds, ensuring proper recording, balancing and posting of deposits.
5. Order transportation to fit travel needs of each team and maintains those needs by a consistent review of often-changing schedules and requirements throughout each season. Available after hours to assist with transportation issues that arise.
6. Assess and approve student athlete registrations for each season in accordance with Risk Management requirements regarding student participation in athletics. This includes the review of forms containing sensitive medical information. Manage electronic setup, planning, and organization of registrations per each sport/activity program in order to adhere to the policies of the Beaverton School District and Oregon Schools Activities Association.
7. Maintain each school team's schedule by coordinating with in-district and out-of-district opponents, confirming scheduling times, dates, and attendance requirements, and entering and maintaining schedules as required by OSAA.
8. Request Referees and/or Officials for home events and tournaments and maintain a master schedule through consistent review of often-changing schedules throughout each season. Available after hours to assist with Referee/Officials issues that arise.

9. Process personnel records which may include hire documents and timesheets.
10. Create and distribute various types of printed and digital documents from both written and oral instructions. These may include forms, reports, correspondence, newsletters, flyers, lists, schedules, memoranda, announcements, webpage updates, and social media posts.
11. Purchase goods and equipment for athletic programs, work with vendors to coordinate delivery and payment. Create invoices for billing sponsors.
12. Assess athletic eligibility by reviewing transcripts of active student athletes at beginning of season, as well as progress reports during season, running attendance reports weekly in order to adhere to the policies of the Beaverton School District and Oregon Schools Activities Association.
13. Assist Athletic Director in determining staffing needs for home events. Schedule and hire meet management staff as needed. Train employees on an assortment of duties necessary to run home sporting events. Includes preparing HR documentation for new meet management hires.
14. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

High school diploma, or G.E.D.

Working Conditions:

Work is performed in a standard office setting as well as athletic fields and events. Requires regular focus on a computer screen. May be required to sit, stand, keyboard, write, hear, and speak for extended periods. Work activities may include bending, stooping, and kneeling. May be required to lift up to 30 pounds.

Work Year: 9-month (212 day) Contract

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 26, 2024

Date Revised: February 2024

Beaverton School District does not discriminate in any programs or activities on any basis protected by law, including but not limited to, an individual's actual or perceived race, color, religion, sex, sexual orientation, gender identity, gender expression, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veteran status, or because of a perceived or actual association with any other persons within these protected classes.