

Job Description

Position Title	Activities/Attendance Secretary		
Building	GSL High School	Department	Activities/School Office
Hours	40 per week during the school year	Supervisor	Activities Director and Building Principal
Band and Grade	B-23	Tools and Equipment	Computer, applicable software, calculator, phone, copy machine.

Primary Function	Under supervision of the Activities Director, performs routine administrative support duties such as performing data entry for mailing lists, rosters, typing correspondence, assisting in scheduling school activities, assisting in collection of and accounting for activities fees and ticket sales, and answering routine questions. Under supervision of Building Principal, makes phone calls to parents at home and work regarding student attendance.
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Essential Duties	
1	Types various memos, letters and forms, correspondence, handouts, rosters, activities schedules, sign-up sheets, and meeting notices.
2	Collects physicals and eligibility information for participants and keeps coaches informed of this information. Generates lists, reports, schedules, and other documentation, and reviews for accuracy.
3	Answers phones and assists walk-ins by providing information regarding activities.
4	Performs various office duties including making photocopies and maintaining files.
5	Sells tickets at school events. Collects fees from students and keeps track of money collected. Assists Activities Director with maintaining program budget.
6	Supports Activities Director – Answers/replies to incoming calls; assists coaches with schedules, information, and bus transportation; and works on projects as directed.
7	Scheduling – Sets/maintains event worker schedule; corresponds with other Wright County Conference Activities Directors to ensure schedules match; schedules school only events/practice schedules; and schedules Wright County Conference, sends contracts, and verifies.
8	Accounts payable-receivable – Codes, copies, records all activity expenses; codes activity receipts and records them; submits requests for activity purchases; monitors budget and reports discrepancies; confirms all entry fees that have been received; and confirms all entry fees that have been paid.
9	Attendance – Writes passes, takes attendance, does attendance reports, and works with truancy. Makes phone calls to parents at home and work when they haven't called in for the student using a list prepared by the secretary. Requests letters from principal as necessary to be sent out to families.
10	Performs various clerical tasks as needed including, but not limited to, greeting visitors, answering phone, taking messages, and typing correspondence.

11	Assists in office and performs requested tasks by direction of Activities Director and Principal.
12	Is flexible, accessible, confidential, and willing to accept changes to job description upon request.
13	Performs other duties of a similar nature and/or level.

Minimum Qualifications	High school diploma or equivalent (G.E.D.) and one or more years of secretarial experience, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of office principles and procedures. • Knowledge of filing procedures and file maintenance. • Knowledge of business English, punctuation, grammar, and spelling. • Knowledge of basic mathematical computations. • Knowledge of computers and related software applications. • Knowledge of general office equipment. • Knowledge of program procedures and services as related to area of assignment. • Knowledge of how school activity programs are run. • Knowledge of basic accounting theories and principles. • Knowledge of District policies and building rules. • Knowledge of basic office equipment and office procedures.
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Skills Required	<ul style="list-style-type: none"> • Skill in applying office principles and procedures. • Skill in using computers and related software applications. • Skill in using general office equipment. • Skill in communicating, writing, interpersonal skills as applied to interaction with students, coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work direction. • Skill in organization and must be extremely flexible and adaptable to changes in day-to-day work scheduled. • Skill in recording, retrieving, and verifying information.
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Physical Activities/ Requirements	<p>Reaching, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</p>
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