



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

Secretary to Director of Athletics

(Rev. 12/17/2012, Rev. 5/20/2014, Rev. 04/28/2016)

Qualifications:

1. High school diploma; secretarial training
2. Knowledge of automated office equipment and excellent secretarial skills
3. Required criminal history review background check and proof of U.S. citizenship or legal resident alien status
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports To:

Director of Athletics

Job Goal:

Provide secretarial services in an organized and professional manner.

Performance Responsibilities:

1. Daily receive, open, stamp and distribute mail and record appointments for the Athletic Director.
2. Confirm weekly all transportation for athletic contests.
3. Keep all files for the school with relation to the Athletic Director.
4. Double check if coaches have turned in vouchers and mail out checks.
5. Type all letters, all reports, teacher and coaches observations and evaluation for the Athletic Director.
6. Keep track of driver education enrollment.
7. Collect high school and middle school gym suit money.
8. Size and cross-reference the list of student athletes who receive championship jackets.
9. Disseminate information to proper offices regarding all athletes who have cleared their obligations.
10. Help the Athletic Director in managing all tournaments.
11. Handle the collection of monies for the sports banquet.
12. Perform all other tasks as required by the Director of Athletics.
13. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

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| Contract year: | July 1 to June 30 |
| Job Family | Secretary |
| Pay Grade/Compensation Structure: | G15 |
| Evaluation: | In accordance with Board policy |
| Job Code: | 9300 |