

JOB TITLE: HIGH SCHOOL ATHLETIC/ TRANSPORTATION SECRETARY

QUALIFICATIONS:

1. Knowledge of bookkeeping/accounting practices.
2. Knowledge of computer usage and modern office practices.
3. Effective communication techniques and procedures. Communicate effectively in oral and written form.
4. Establish cooperative relationships in a calm and tactful manner.
5. Effectively carry out oral and written directions.

REPORTS TO: Athletic Director, Transportation Director

JOB GOAL: To assure the smooth and efficient operation of the Athletic Director's office and assist with phone calls for Transportation Department. To complete all the detail and written work that is essential to ensure the efficiency and effectiveness of the Athletic Director's Office. To contribute to the athletic director's office so that it can be effective in the educational process.

PERFORMANCE RESPONSIBILITIES:

Athletic Secretary

1. Maintain records for the Zizzer Athletic Booster Club (ZABC). Invoice members and advertisers for program covers, maintain list of level of membership and sport supporting.
2. Coordinate with OMC for physicals for our students. Check all physical forms for signatures and proof of insurance for sport being played.
3. Maintain files with original and copies of physical forms. Make copy for coaches.
4. Maintain a file of signed Code of Conduct forms for each participant in a sport.
5. Maintain a master schedule of all sports events, post on website and share with other schools.
6. Send game contracts to visiting teams for all home games.
7. Schedule officials for all home game events and send contracts. Contact officials and visiting team on game day and verify event times.
8. Prepare pay sheets for each official.
9. Prepare check requests for entry fees for events that require a fee.
10. Schedule game workers for each game –gate keeper, clock keeper and scorebook, etc. Keep record of games worked and submit pay sheets to payroll.
11. Prepare team rosters for each sport and send to opposing team. Request opposing team rosters for programs for home events.
12. Coordinate tournament officials, workers and mail information to all participating schools. Maintain payment records for the officials and for entry fees for schools. Mail statements as necessary.
13. Contact game officials, cancel transportation and contact media for any canceled sporting events.
14. Register all sports with MSHSAA. Supply MSHSAA with each student's birth date, grade and living status.

15. File applications with Kid Guard Insurance for all students that have purchased this insurance. Mail payments to insurance company.
16. Order pins and letter jacket insignia for all sports. Complete participation certificates for all athletes. Work with coaches on organizing parent night and award ceremony. Order supplies for coaches as requested.
17. Provide directions to parents and fans for away games.
18. Provide copy count to IKON.

Transportation Secretary

19. Maintain a file for each bus drivers' drug screen results and physical forms.
20. Schedule the meeting for the bus drivers at the beginning of each school year and provide refreshments.
21. Type bus tickets for all trips taken in the R-VII district – HS, MS, EL, SF.
22. Maintain a monthly log of each bus trip expense and mileage. At year end, forward a copy of the report to the Transportation Director and the Superintendent's Office.
23. Assist the bus barn by answering phone and radio calls when needed.
24. Forward list of supplies needed to bookkeeper for purchase order.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signed: _____ Date: _____
(High School Athletic/Transportation Secretary)

Signed: _____ Date: _____
(Athletic Director)

Signed: _____ Date: _____
(Transportation Director)