EAU CLAIRE AREA SCHOOL DISTRICT

JOB DESCRIPTION

Job Title	Athletic Assistant
Department	Division of Teaching & Learning
Reports To	Athletic Director
Classification	Hourly Classified
Location	High School
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Athletic Assistant serves as an assistant to the High School Athletic Director and Athletic coaches and is responsible for ensuring compliance with related record-keeping and completing organizational work. The Athletic Assistant serves as a resource to staff, students, families, and the community concerning general administrative policies and procedures regarding all high school athletic events and co-curricular activities.

Essential Job Functions

- Develops necessary information regarding athletics activities for student athletes and families.
- Maintains necessary athlete records and paperwork required for eligibility to participate in athletics.
- Assists in the coordination of athletic events, including communication and scheduling of all home sporting events, code meetings, and practices.
- Prepares for all home sporting events by ensuring staff, volunteers, supplies, and venue are secured.
- Responds to a variety of emails, phone calls, and inquiries regarding the athletics programs and schedules.
- Coordinates travel arrangements as necessary for all team away events.
- Responsible for coordination of athletic event workers, including recruiting, assigning duties, training, and processing pay spreadsheets.
- Processes athlete registration materials and communicates with families as needed.
- Maintains athlete spreadsheet for coaches.
- Performs secretarial and administrative duties as requested by the Athletic Director and coaches.
- Enters official pay in financial software based on approved rates.
- Provides list of students to be billed for athletics and co-curricular activities to Accounting or Financial Secretary at beginning of season.
- Composes and types routine correspondence, files documents, and prepares a variety of records, schedules, calendars, and bulletins.
- Organizes and prepares materials for the end of the year banquets for each sport.

- Purchases and maintains athlete awards, including pins and letters.
- Assists with preparation of the athletic budget.
- Assists with the contracting of game officials and processing through use of the appropriate system.

Ancillary Job Functions

- Works athletic events as needed.
- Acts as back-up to student services and other office staff as needed.
- Assists with sanitizing and maintenance of sports equipment.
- Performs other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High school diploma or GED and additional advanced coursework in secretarial skills and/or Microsoft Office Suite.
- Relevant experience managing or coaching in an athletics environment.
- Recent successful experience as a secretary or other office professional position.
- Requires successful passing of district secretarial/clerical skills test.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree in athletic management, kinesiology, or a related field.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to operate various office machines (computer, telephone, facsimile, copier, etc.).
- Strong Microsoft Office knowledge.
- Ability to efficiently manage an office environment.
- Ability to interact with the staff, co-workers, and the public in a friendly, service-oriented manner.
- Ability to function independently, adapt to change, and make sound judgment calls.
- High level of organizational proficiency and ability to multitask successfully.
- Ability to interpret and communicate departmental and district policies, rules, and regulations.
- Ability to compose letters and memoranda.
- Ability to maintain a high degree of confidentiality on sensitive issues.
- Ability to work additional hours outside of the school day as needed.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

Physical Requirements – The physical demands 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 essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Regularly required to talk and listen.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, or stoop/kneel/crouch.
- May be required to lift up to 25 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.