



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

P: 608-316-1917

F: 608-221-7688

www.mononagrove.org

Position Description

Position Title:	Administrative Assistant II - Athletics & Activities
Department / Location:	High School
Reports to:	Building Principal / Athletic & Activities Director
Employees Supervised:	None
Classification:	12-month
Status:	Non-exempt
Created / Revised:	June 2025
Board Approved:	N/A

Position Summary

Under the supervision of the Director Athletics and Activities, the administrative assistant provides advanced administrative support for the Activities and Athletic Department and High School. The duties of this position require excellent communication skills, as well as superior organizational skills and customer service.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

- 1. Administrative and Budgetary Management:** Provide comprehensive support to the Activities and Athletic Department, including budget planning, tracking, purchasing, and balancing for all athletic and activity programs. Prepare event worker and official payroll reports, ensuring timely and accurate submission of vouchers and payment processing.
- 2. Event and Logistics Coordination:** Coordinate logistics for approximately 350 home events annually, which includes hiring, scheduling, and managing payments for event workers and officials. Arrange transportation for 550+ athletic and activity trips, field trips, and club events, managing last-minute changes and communicating with coaches and vendors.
- 3. Communication and Public Relations:** Serve as the primary liaison among coaches, students, staff, parents, and external groups. Update and manage the department's social media presence, website, and newsletters to promote student achievements and

departmental updates. Write and distribute press releases for coaching changes and special events.

4. **Data Management and Compliance:** Oversee student-athlete registration, ensuring compliance with eligibility requirements and maintaining records in IC and other systems. Assist with summer camp registration, logistics, and promotional materials. Provide required data and directories in line with district policies.
5. **Office Operations and Staff Support:** Maintain efficient office systems, manage calls, schedule meetings, and handle confidential information. Assist with training and onboarding of new office staff, respond to facility calendar inquiries, and support main office operations during peak times.
6. **Facilities Scheduling:** Manage the high school facilities calendar, coordinating scheduling for school events, athletics, and external requests while ensuring compliance with district policies and efficient use of spaces. Serve as the primary contact for scheduling inquiries and communication with stakeholders.
7. **Safety and Compliance:** Ensure all coaching staff are certified in First Aid/CPR and manage certifications and compliance records. Participate in first aid/CPR training sessions and maintain emergency readiness.
8. **Other Duties as Assigned:** Contribute to district events, manage special projects, and respond to ongoing operational needs within the Activities and Athletic Department.

Knowledge, Skills and Abilities

1. Excellent customer service skills.
2. Knowledge of Infinite Campus, Skyward, rSchool, and other related athletic/activities related applications.
3. Excellent organizational skills and attention to detail.
4. Excellent problem-solving skills and judgment.
5. Ability to prioritize work assignments and work in a fast-paced environment, while multi-tasking and being deadline driven.
6. Ability to handle confidential information.
7. Strong technology skills.
8. Skilled in using office-related software and applications, including document processing, spreadsheets, and cloud-based collaboration tools.
9. Excellent interpersonal skills and communication skills in a variety of settings.
10. Demonstrated ability to build and maintain positive relationships with staff, students and families.

Working Conditions

1. Indoor office environment & various athletic related settings.
2. Continuous contact with staff and the public/community.
3. Work involves frequent disruptions of daily schedule.
4. Occasional travel to and from athletic events.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, frequently lifting up to 10 pounds and occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and travel between various off-site athletic spaces. from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer, and other office equipment.

6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard, hand tools, test equipment and other office equipment such as copier/scanner fax machine, printers, etc.
7. Must have the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and attention to detail.

Education and Experience

1. High school diploma or equivalent required.
2. Previous athletics experience preferred.
3. Previous office experience preferred.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.