SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: Administrative Assistant

DEPARTMENT: Athletics

QUALIFICATIONS:

1. A minimum of a High School diploma.
2. Some college or post-secondary education is desirable.
3. Two to five years of successful experience as an administrative assistant.
4. Excellent computer skills with proficiency in Microsoft Office Suite™ programs (Word, Excel, etc.).
5. Knowledge of PowerSchool™ computer system preferred.
6. Bookkeeping knowledge.
7. Excellent interpersonal and communication skills.

REPORTS TO:
Director of Athletics

JOB GOAL:
To ensure the smooth and efficient operation of the Athletics/Physical Education/Health Coordinator's office.

PERFORMANCE RESPONSIBILITIES:

1. Perform office routines including, but not limited to, preparation and typing of reports, correspondence, notices and agendas.
2. Organize seasonal coaches' meetings.
3. Prepare requisitions for supplies and other materials.
4. Maintain and coordinate receipt of such data including, but not limited to, eligibility lists, game and practice facility calendars, coaching permits, student athletes, directions to venues, passes and Senior Gold Cards as directed.
5. Process athletic requisition requests for payroll and non-payroll personnel, perform general bookkeeping tasks associated with the collection of funds and preparation of financial reports.
6. Coordinate CIAC paperwork including, but not limited to, obtaining officials.
7. Maintain team schedules and inform personnel of schedule changes.
8. Coordinate publication of sports schedules and post schedules to SPS website.
9. Maintain Athletics Department web page.
10. Track coach certifications.
11. Work in conjunction with the human resource and payroll/benefits departments regarding hiring and processing payment for coaches/athletic events personnel.
12. Perform any other job related functions as assigned by the Director of Athletics or their designee.

4-10-06 Approved 5-11-06
Revised 12-31-24 Approved 2-27-25

TERMS OF EMPLOYMENT:
Determined by the working agreement between the Southington Board of Education and Nutmeg Independent Labor Unions (NILU).

WORK YEAR:
This position is ten months (212-work days). Includes 181 school days, 10 days before the start of the school year, 10 days at the end of the school year, and 11 paid holidays.

EVALUATION:
Performance of the job will be evaluated annually by the Director of Athletics.

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