Job Description **5.37**
MOORE PUBLIC SCHOOLS

Job Title: **Secretary to Athletic Facilitator/Financial Clerk Reserve - High School**

Qualifications:

Credentials: **None**

Education: High school diploma and experience with bookkeeping and basic office skills.

Training or Experience Required: Minimum of 1 year working in a school system is preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes completing forms. Knowledge of grammatical structure and vocabulary in order to prepare correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines: Is computer literate and able to effectively utilize word processing, spreadsheet, graphics and common educational software packages. Is able to operate common office machines such as copiers, faxes, computers, calculators and multi-line telephone consoles. In addition, uses more complicated software programs consisting of word processing, spreadsheets and online websites.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Typing Skills: Proficient skills in typing/word processing

Site: High School
Reports To: Principal/Athletic Facilitator

Job Goal (Purpose of Position): Responsible for assisting the athletic facilitator with all clerical and minor administrative details so he/she can work more efficiently and effectively along with acting in a reserve or back up roll in the absence of the financial secretary.

An incumbent in this position will follow generally standardized operating policies and procedures. On occasion will have to interpret policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following school dress standards, proper attendance or leave policies, and other work related concerns. Creativity, initiative and effective problem solving are important to the success of the position.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):
Assists financial clerk with the following duties in a reserve basis:

1. Collecting, counting and receipting all monies from school activities.

2. Preparing daily deposits for all activity accounts.

3. Contacting students and parents regarding debts for lost or damaged textbooks, returned checks and other debts as necessary.

4. Inputs and handles all transportation needs for both their high school and feeder junior highs.

5. Assisting in other office duties as needed.

6. Assists athletic facilitator in maintaining social media and online programs.

7. Compiling and preparing/composing documents, reports and communications. Such reports include but are not limited to attendance, attendance records, state reports, office correspondence, purchase orders, ineligibility lists, etc.

8. Operates athletic accounting software that maintains student medial and personal information along with coach's certification records.

9. Receiving visitors, handling telephone calls, and providing assistance or technical information concerning policies, procedures, and other details. Taking and delivering messages. May assist in opening and distributing mail.

10. Maintains site athletic calendar to ensure facilities are not overbooked.

11. May operate two-way radio to dispatch information

12. Organizing and maintaining various files including confidential files

13. Scheduling meetings and making sure all information and arrangements are taken care of.

14. Operating office equipment including a computer and must have knowledge of both word processor and spreadsheets software applications.

15. Handling travel arrangements, appointments, and schedules. May monitor ticket sales.

16. Assisting athletic facilitator with semester eligibility of athletes.

17. Enrolling students in appropriate sport(s) and ensure that enrollment is listed on the students. schedule.

18. Changing schedule for sports as the season change and re-enroll in the appropriate sport.

19. Handles eligibility for all programs, athletic and non-athletic.

20. Assisting athletic facilitator with OSSAA academic reports, letters to visiting teams, roster, athletic schedules, and transportation.

21. Performs other duties as assigned by the athletic facilitator/principal.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included within the essential functions: Must be able to communicate in a variety of methods.

TERMS OF EMPLOYMENT:	185 days (additional 11 days to work during summer, to be coordinated with Athletic Facilitator)
SALARY:	Category A
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 02/12/2001
Revised 2024-25 Negotiated Contract