



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant to Director of Athletic Services **Exemption Status/Test:** Nonexempt

Reports to: Director of Athletic Services **Pay Grade/Days:** AP03/230 days

Dept./School: Athletic Department **Date Revised:** November 2018

PRIMARY PURPOSE:

Organize and manage the routine work activities of HPISD Athletic Department office and provide clerical services to the Director of Athletics and other department members.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Proficient knowledge of Microsoft Office to develop spreadsheets, data bases, word processing; Outlook Calendar and Appointments
Proficient keyboarding and file maintenance skills
Knowledge of correct English usage, grammar, spelling and punctuation
Effective communication and interpersonal skills
Basic math skills

Experience:

Three years experience, preferably in a public education environment

MAJOR RESPONSIBILITIES AND DUTIES:

Records, Reports, and Correspondence

1. Prepare correspondence, forms, reports, etc., for the Director of Athletics and other Athletic Department members.
2. Maintain current UIL forms in the office and on the District's website.
3. Maintain Coaches certificates (1st aid, CPR, AED, Concussion, etc.)
4. Prepare and submit Summer Camp lists and flyers to campuses and District website.
5. Maintain current information for the athletic website: Post & update schedules, documents, flyers, directions, etc. on the website.
6. Enter all schedules to the Activities Calendar and make changes as needed.
7. Inform Athletic and Communications Department staff of all District athletic events and news.

Athletic and Events Support

8. Prepare money boxes & game reports on game days except for Varsity Football.
9. Order tickets for all sports except Varsity Football.
10. Order & schedule all transportation for 7th – Varsity sports that use buses for their sports teams.
11. Arrange travel for AD, and coaches.



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12. Coordinate and help organize the various recognition and award ceremonies as needed.
13. Prepare & issue athletic passes for 9th – JV Football players and district organizations (Young Life, Youth Pastors, etc.)
14. Assist in sales of season reserve, student & general admission tickets on a daily basis prior to the beginning of school & during Varsity Football season.
15. Reserve tables for fund raising @ Home Varsity Football games.
16. Update try-out procedures and post on the website.

Accounting

17. Deposit & maintain records of ACE Fees, post checks in Skyward.
18. Prepare bank deposits.
19. Pay game officials that work HPISD sporting events except for Varsity Football.
20. Handle payment to the bus companies for transportation.
21. Assist with the preparation of purchase orders and payment authorizations.
22. Monitor and process personnel time records including leave requests and reports; compile information and submit to the central office.

Other

23. Serve as Stadium/Athletic Department receptionist.
24. Answer incoming calls, take reliable messages, and route to appropriate staff; handle questions and requests that fall within level of responsibility
25. Distribute morning & afternoon mail in the stadium.
26. Maintain Athletic Facilities key Inventory
27. Provide coverage for Administration Front Desk as needed or required.
28. Other duties as assigned by the Director of Athletics

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____