USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SECRETARY - MIDDLE SCHOOL ATHLETICS**

SUPERVISOR: Athletic Director

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Demonstrate ability to manage regular office routines.
6. Maintain current TB testing as required by Health Department regulations. (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide office and clerical support to ensure the smooth operations of the athletics department.
2. React to change and frequent interruptions in a productive and positive manner; meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.
3. Schedule appointments, make travel arrangements, and assemble material for meetings to ensure that activities run smoothly.
4. Ensure all activities conform to district guidelines for the purpose of continuity within the district.
5. Communicate effectively and work cooperatively with school district staff and community members to ensure an effective work environment.
6. Prepare rosters and programs for sports and other activities, and submit to other schools as needed for the purpose of informing participates and patrons of upcoming events.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008