SECRETARY TO SUPERVISOR OF ATHLETICS, PHYSICAL EDUCATION/HEALTH, FAMILY LIFE GRADES K-12

Qualifications:

- Highly-organized, detail-oriented and self-motivated individual with excellent time management skills. • Possess strong interpersonal skills.
- Proficient in Microsoft Office suite of programs and able to adapt to new technologies.
- Proficient in the use of the Internet and comfortable with maintaining a web site.
- Competent in the management of the department budget and associated software programs.
- Competent with scheduling and associated software programs.
- Able to multitask and prioritize ongoing tasks and responsibilities.
- Possess a strong knowledge base in the areas of athletics and office management.

Primary Function:

To assist the Supervisor of Athletics/Physical Education/Health, Family Life for Grades K-12 and perform duties to enable the Athletic Office to operate in an efficient and effective manner, including but not limited to acting as liaison for the Athletic Office with coaches, staff members, students, parents and community members; being responsible for preparation of athletic schedules in collaboration with Supervisor of Athletics, as well as performing the bookkeeping and accounting duties for the Athletic Office.

Direct Report:

Supervisor of Athletics, Physical Education/Health, and Family Life Grades K-12

Specific Duties and Responsibilities:

- Responsible for Athletic section of Tenafly Public Schools' website including schedules, advertisements and updates
- Assist in development, monitoring and any necessary modifications of all athletic schedules, including transportation, in collaboration with the Supervisor of Athletics
- Act as liaison for Athletic Office with coaches, staff members, students, parents and community members in a professional and courteous manner
- Perform bookkeeping, accounting and record-keeping duties for Athletic Office in compliance with all New Jersey and Federal regulations
- Provide all 1099 financial information to Tenafly School Business Office
- Assist in advertising and interviewing of bus drivers
- Order equipment and supplies in collaboration with Supervisor of Athletics and preparation of purchase orders
- Assist Supervisor of Athletics in coordinating substitute teacher plan for Physical Education/Health and Family Life teachers
- Assist the Supervisors of Athletics in the coordination of observations and evaluations of pertinent Physical Education/Health and Family Life faculty
- Assist the Supervisor of Athletics, the High School Principal and Vice Principal in matters related to Physical Education
- Any related duties as may be directed by the Supervisor of Athletics, Physical Education, Family Life/Health for Grades K-12 or designee.

Terms of Employment:

12- month Tenafly Education Association Secretarial position

Evaluation:
Will be evaluated by the Supervisor of Athletics, Physical Education/Health and Family Life in accordance with New Jersey laws and regulations Tenafly Board of Education policy.

Board Approved:
5/7/12

Revised: