



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Administrative Assistant to Director of Seay Tennis Center **Exemption Status/Test:** Nonexempt

Reports to: Director of Seay

Pay Grade/Days: AP03/230 days

Dept./School: Seay Tennis Center

Date Revised: August 2026

PRIMARY PURPOSE:

Organize and manage the routine work activities of the Seay Tennis Center office and provide clerical services to the Director of Seay 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
Knowledge of Club Automation
Proficient keyboarding and file maintenance skills
Knowledge of correct English usage, grammar, spelling and punctuation
Effective communication and interpersonal skills
Basic math skills
Familiar with the basic rules and terminology of tennis

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 Seay Tennis Center and other 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 websites.
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. Manage and process Seay Tennis Center membership.
8. Receive and process junior academy registrations.

Athletic and Events Support

9. Prepare and manage TCD, USTA, and inter/intra -leagues.



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10. Arrange travel for Director of Seay, and coaches.
11. Coordinate and help organize the various recognition and award ceremonies as needed.
12. Update program brochures and post on the website.

Accounting

13. Deposit & maintain records in Skyward.
14. Monitor and process monthly payroll for non-exempt employees.
15. Assist with the preparation of purchase orders and payment authorizations.
16. Collection and processing of monies for programs, leagues, and memberships.

Other

17. Serve as Seay Tennis Center receptionist as needed.
18. Answer incoming calls, take reliable messages, and route to appropriate staff; handle questions and requests that fall within the level of responsibility.
19. Maintain Seay Tennis Center key Inventory.
20. Provide coverage for Administration Front Desk as needed or required.
21. Other duties as assigned by the Director of Seay.

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: _____