www.cdacharter.org

4904 N. Duncan Drive
Coeur d'Alene, ID 83815

info@cdacharter.org
P: 208.676.1667
F: 208.930.4215

Athletic Director/Vice Principal Assistant and South Office Support

Job Description

Start Date: October 19, 2026 Deadline: Open until filled
Primary Supervisors: Vice-Principal/Activities Director/CFO/Principal

Areas of responsibilities are: Administrative assistant to the VP and Athletic Director, office support and advertising.

FRONT OFFICE

- Assist with daily operation of the school offices.
- Assist with registration and enrollment of new students.
- Assist with student, parent, and visitor inquiries at the window.
- Cover lunch breaks, sick days, and vacations.
- Assist with school attendance.
    - Ensure students sign-in/sign-out on sheets provided at the front office window upon. entering/exiting the building during school hours due to appointments, illness, tardiness, etc.
    - Record tardies.
    - Assist in maintaining daily attendance records through the school database.
- Answer phone calls, screen and direct incoming calls as appropriate.
- Assist ill or injured students.
- Assure safety of the front entrance to the facility by maintaining visual contact with the flow of persons entering and exiting the building.
- Ensure message delivery to students.
- Distribute office, classroom, and medical supplies.
- Greet all visitors, determine their needs, and respond accordingly. Ensure visitors sign-in/sign-out on sheets provided at the front office window.
- Maintain medical authorization files: record name, date, time, and dosage of medication administered; coordinate year-end disposal with police.
- Organize parent carpool transportation.
- Provide support services to teachers and support staff.
- Receipt incoming money for a variety of purchases/fees.
- Assist in answering machine messages, forward to appropriate mailboxes, or respond to messages.
- Assist in creating, maintaining, and monitoring lockers and locker assignment processes for all grades.
- Maintain front office files - South School.

ATHLETIC DIRECTOR ASSISTANT

- Assist in scheduling cash boxes for athletics.
- Assist with athletic and activities budgets.
- Communicate athletics/activity dates and results.
- Assist in communicating with IHSAA as required.
- Coordinate approved communication channels for coaches.
- Coordinate special events.
- Create and maintain records on student physical exams and concussion testing.
- Maintain equipment inventories.
- Facilitate concussion testing.
- Update and publish the Coach Handbook.
- Work with parents and coaches on participatory details.

MISCELLANEOUS DUTIES

- Other duties as requested and assigned.

- **TERMS OF EMPLOYMENT:**
- This position shall be considered in all respects “employment at will” and the employee is subject to discharge by the Academy at any time without cause. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right in the employee and as such are set forth only to advise the employee of when and what type of services will be required by the Academy so long as the employment continues.

- An employee working in this position shall at all times be subject to the direction of the Principal to whom said employee has primary responsibility and at all times shall be subject to the rules, regulations and policies of the Academy as promulgated by the Board of Directors. Employee shall be held responsible for having knowledge of said Academy rules, regulations and policies which have been reduced to writing and made available to the employee at the Clerk of the Board’s office.

- The salary shall be commensurate with the employee’s position as determined by the policy for classified employees.

- The employment period shall be for 210 day schedule in Academy policy. The daily work schedule is 7am-4pm, Monday-Friday.