LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: High School Athletics Office Professional /PAC Coordinator

REPORTS TO: Building Principal and Athletic Director

DIRECTS:

SUMMARY: Under the direction of a building administrator or athletic director, provides secretarial support to the athletic department. Work independently in the performance of all functions necessary to maintain an efficient and organized office in a professional and confidential manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Prepare seasonal schedules
- Verify and maintain student eligibility for athletic participation
- Maintain lists of coaches and assistant coaches
- Maintain lists of training and required certifications for all coaches
- Prepare inventories and purchase athletic equipment
- Arrange for team bus transportation
- Assist in game management at home athletic events
- Arrange for officials, judges, casual support as needed for home events
- Work with payroll and accounts payable to ensure coaches, judges, officials, and casual support are paid
- Arrange for sports awards program and prepare certificates as needed
- Assist in athletic fundraising events
- Answer department phone, handle calls or refer to appropriate person
- Greet department visitors, assist or direct to appropriate person
- Answer general inquiries regarding sporting events
- Coordinate all functions to be held at the Performing Arts Center and manage events when necessary
- Assist district facility use coordinator in scheduling non-athletic events to be held at the high school
- Complete all secretarial/clerical functions of the department in an efficient and timely manner
- Keep building administration informed of issues
- Complete and submit all WIAA and or State required reports
- Know and follow district policies and procedures
- Remain flexible and team-oriented.
- Promote and practice professional growth and development.
- Perform other duties as may be deemed necessary for the efficient operation of the department.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent
2. Two years secretarial or related office experience, preferably in an educational setting.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license
2. Valid First Aid/CPR card

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic and business mathematics.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Verifiable effective oral, written and interpersonal communication skills
- Ability to efficiently perform basic secretarial skills (typing, filing, data entry and use of basic office equipment)
  - √ Keyboarding 55 wpm
  - √ Ability to use correct grammar and punctuation
  - √ Ability to use a variety of office machines
  - √ Skilled in the use of Microsoft Excel, Word, Outlook, Publisher (or similar graphics program), and the Internet
- Knowledge of operating procedures relative school athletics
- Knowledge of WIAA rules and regulations
- Organizational and project management skills
- Ability to independently prioritize and process work flow
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail
- Ability to work under pressure with constant interruptions, and meet deadlines
- Ability to handle confidential matters professionally
- Demonstrated abilities in self-direction and sound judgment
- Ability to maintain a positive attitude towards staff, students, parents, and community members
- Demonstrated abilities to be a good team player

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Building Principal
- Athletic Director and/or Associate Principal(s)
- Students and parents
- Other building Office Professionals
- District faculty and staff

TERMS OF EMPLOYMENT:

Work Hours/Days:	Up to 8 hours per day / 200 days per fiscal year
Salary:	Per PSE Office Professional CBA, Group III
Benefits:	Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Building Principal

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.