



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Athletics Secretary**
 Job Family: **School Clerical**
 Prepared/Revised Date: **February 10, 2015**

FLSA Status: **Non-Exempt**
 Pay Range: **SC25H**
 Job Code: **506L7**

SUMMARY: Responsible for providing secretarial and administrative support for the Athletics/Activities Director and athletic/activities programs at a high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform secretarial and administrative duties for Athletics/Activities Director and school office, including answering phones, routing calls, taking messages, and responding to inquiries; greeting and assisting visitors; and producing school documents, brochures, and schedules.	D	10%
2. Communicate and interface with Athletics/Activities Director, parents, athletes, booster organizations, staff, game workers, media, District personnel, officials, assigners, coaches, Colorado High School Athletic Association (CHSAA), District Athletic Coordinator, and custodial staff. Serve on various employee teams and attend faculty meetings.	D	10%
3. Verify and enter data, manage records, and run reports from student information system related to student grades, eligibility, athletic participation documents, athlete free and reduced lunch program, attendance, and team rosters.	D	10%
4. Perform financial duties related to athletics and activities, including monitoring athletic budgets, receiving and depositing funds, running financial reports, managing petty cash, collecting athletic fees, maintaining records, returning fees to students as needed, and processing restricted checks for athletic programs.	D	10%
5. Process, coordinate, and communicate building/gym usage and maintain building rental calendar. Coordinate with District regarding heat, air, and lights for gym/building usage.	D	5%
6. Assist with duties of the school office, including assisting with projects, fire drills, providing first aid, administering medications to students, and arranging for employee travel.	D	5%
7. May supervise, train, and/or guide the work of student aides.	D	5%
8. Attend work and arrive in a timely manner.	D	1%
9. Process all field trip requests for instructional and athletics trips. Schedule and process school vans and van records.	W	10%
10. Maintain and record eligibility for all extra-curricular athletics and activities, and maintain student holds for athletes. Report eligibility weekly and quarterly, and process and maintain CHSAA reports.	W	10%
11. Hire, schedule, and coordinate game workers.	W	5%
12. Maintain school information line and athletic web page.	M	5%
13. Assist Student Council with school and community activities.	M	5%



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14. Coordinate end of season athletic awards/banquets, including organizing, processing, and printing CHSAA, Front Range League Conference, and athletic team awards and ordering certificates, pins, and awards.	A	5%
15. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Specialized vocational or technical training beyond high school
- Two to three years of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong oral and written communication skills
- English language skills
- Strong interpersonal relations skills
- Mathematical and bookkeeping skills
- Organizational, problem-solving, and collaboration skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to learn and operate District computer systems
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals, and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel				x
Reach with hands and arms				x
Climb or balance		x		
Stoop, kneel, crouch, or crawl		x		
Talk				x
Hear				x
Taste	x			
Smell		x		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate				x
Instruct		x		
Compute			x	
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile				x
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	