



David Douglas School District #40

Classified Job Description

SECRETARY II - ATHLETICS / ACTIVITIES SECRETARY

Schedule: 10 months per year
Class: 12

POSITION PURPOSE

To perform secretarial, clerical and office coordination duties for the high school athletics and activities department.

NATURE AND SCOPE OF RESPONSIBILITIES

- Represent the Athletics and Activities Office by phone and personal contact with students, parents, teaching staff and various business representatives
- Answer and screen telephone calls and greet walk-in visitors, provide information on school policies/procedures and refer telephone calls to appropriate staff member
- Maintain the eligibility records for all levels of sports and activities according to OSAA rules, verify grades for current students and transfer students, file hardship forms and materials related to former students
- Check varsity teams for qualification for Dairy Farmers and submit to OSAA
- Maintain and protect the confidentiality of student records and/or fees, ASB card, insurance and medical information
- Type all correspondence related to athletics including district league schedules and rosters
- Update coaches and coordinate coaches certifications
- Coordinate certificates and awards for each team or activity prior to awards gatherings at end of season
- Record athletic, activities and academic awards of students being nominated or selected for both in school or out of school awards
- Contact or communicate with officials, schools, coaches, grounds keepers, students and staff regarding changes or additions to the schedule of events due to conflicts, weather, etc.
- Coordinate the selection of "Outstanding Student", "Athlete of the Month" and "Athlete of the Year"
- Coordinate/help with ballots for activities such as Home Coming Court, Rose Festival, student government elections, etc.
- Assist Athletic Director in the preparation of budget, purchase orders, the receipt of purchases, inventory, work orders, and payroll
- Coordinate all use of high school buildings and fields beyond the regular school day
- Generate daily/weekly/yearly calendar for high school athletics and activities office
- Maintain reader boards in the gym lobby and main cafeteria
- Maintain and prepare all extra duty payroll records and submit to payroll department on a monthly basis
- Organize classroom coverage for all teachers involved in extra-curricular activities
- Screen all posters and announcements prior to display or distribution
- Organize and supervise seasonal athletic clearance three times yearly
- Coordinate and schedule photography and distribution of all pictures related to student body, athletics and activities
- Assist with coordination of graduation
- Coordinate transportation needs for athletics and activities
- Coordinate with middle schools to schedule athletic physicals for incoming freshman students
- Train and supervise student assistants regarding telephone etiquette, acting as receptionist for students and parents, delivering materials to teachers and offices, and performing general office duties
- Calculate Honor Roll each semester and post in trophy case and Library hall bulletin board
- Create team groups and coordinate reports on Synergy for coaches
- Perform such other tasks (which may require knowledge of other job descriptions) as may be deemed appropriate by the Administration

QUALIFICATIONS

- High School diploma or equivalent
- 21 years of age or older, with three years of experience in general clerical work requiring frequent contact with the public
- Accurate and rapid typing skills, as well as language skills including composition, punctuation, spelling and correct usage
- Skill in computer operation and use of computer programs involving word processing ; use of telephone, calculator, fax, copier and other office equipment
- Ability to understand and follow instructions with limited supervision
- Ability to respond sensitively to questions and concerns from students, parents, staff, and the public, and to protect the confidentiality of such
- Ability to work harmoniously with others and to communicate appropriately and effectively, both verbally and in writing, with students, parents and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Ability to use telephone, computer and other office equipment for extended periods. Exposure to noise and activity of a school setting.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.