Job Description

Activities Secretary

Qualifications

The activities secretary will report directly to the activities director and will provide assistance for all middle school and high school activities (athletics, co-curricular, and extra curricular activities).

The secretary must have a high school diploma and previous secretarial experience. He or she must possess excellent computer skills, must work well with public and staff members, and be comfortable with multi-tasking. Business courses would be beneficial. The secretary must have excellent communication skills.

Physical Conditions

1. Prolonged sitting, standing, and walking
2. Repetitive motions
3. Prolonged periods of time viewing a computer screen
4. Physical exertion to manually move, pull, or push heavy objects
5. Ability to lift and carry 25 pounds unassisted
6. Stooping, bending, reaching, kneeling, and turning
7. Occasional work in noisy, crowded, stressful environments with numerous interruptions

Position Classification

Support Staff

Fair Labor Standards Act

Non-Exempt

Supervisor

The activities secretary will report directly to the activities director, district superintendent, or designee.

Duties

The activities secretary will:

1. Support the district’s vision, mission, and values.
2. Compiles data from a wide variety of sources (student information, activity schedules, calendars, expenditures/budget, internet research, etc.) for the purpose of assisting in preparing reports and/or preparing information for activities director.
3. Coordinates a wide variety of projects, functions, and/or programs for the purpose of completing activities and/or delivering services in a timely fashion.

4. Distributes items within the site (mail, orders, messages, etc.) as needed to staff both on and off school grounds.

5. Maintains a wide variety of manual and electronic document files and student records (grades, transcripts, eligibility lists, activity schedules, class schedules for students and teachers) for the purpose of documenting and/or providing reliable information relative to student records and activities.

6. Participates in a variety of meetings and/or trainings for the purpose of providing or receiving information and supporting the needs of extra-curricular staff and the activities director.

7. Performs record keeping and clerical functions (e.g. keyboarding, copying, faxing, e-mailing, answering telephones, etc.) for the purpose of supporting activities director.

8. Assists in scheduling and monitoring game duty roster for all home athletic contests.

9. Assists with purchase orders for equipment and supplies for athletic/student activities.

10. Assists with collection, records, and deposits of funds from gate, student parking permits, and replacement ID fees.

11. Maintains current notary.

12. Prepares a variety of records, documents, and correspondence of confidential and non-confidential nature (e.g. letters, memorandums, operational procedures, budget information, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

13. Procures supplies and materials for the purpose of maintaining availability of required items.

14. Assists in publicizing and promoting school activities through local media and school website.

15. Assists in arranging transportation for organizations and activity/athletic teams.

16. Assists in scheduling interscholastic athletic contests and contracts.

17. Assists in contract relations for all interscholastic contests, including completing all forms and reports as stipulated by various interscholastic activity agencies.

18. Assists extra-curricular staff (athletic and student activities) with record keeping, correspondence, rosters, student eligibility, printing, travel arrangements, etc.

19. Assists in determining student eligibility in regard to MSHSAA and Republic R-III School District standards. Maintain appropriate records for all students participating in activities (e.g., physical forms, citizenship forms, Cox Health forms, permission slips, waiver forms, student insurance - KidGuard).

20. Work with and assist various parent organizations (i.e., Parent-Teacher Organization, Project Graduation, Booster Club).

21. Perform other duties assigned by the activities director.

Revised: March 4, 2015