

North Wasco County School District
Job Description – Secretary III – High School Athletics

Title: Secretary III – High School Athletics

Classification: Classified ESP

Reports To: District Administration

Work Year: 210 Days

Job Purpose Statement:

Perform a variety of secretarial and clerical functions for the department. Assist in the coordination of the District athletic schedules, directories, and information regarding the District's athletic programs. Serve as the department receptionist and liaison with other departments in the District.

Qualifications

Education: High school diploma or general education degree (GED) and five years of progressively more responsible clerical experience, including interactions with students and the public in stressful situations; or any satisfactory combination of experience and training, as determined by the hiring authority preferred. College Degree (Associate or Bachelor's Degree preferred).

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.

- Knowledge of English, spelling, composition, grammar and punctuation
- Knowledge of current office practices and procedures and office management
- Knowledge of standard office equipment and machines
- Knowledge of record-keeping and reporting procedures
- Ability to communicate information to a variety of stakeholders
- Ability to work under pressure and tight timelines
- Knowledge of athletic programs
- Ability to create and maintain schedules, spreadsheets, and data bases
- Ability to compose a finished project from rough copy or verbal instructions
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- The ability to work harmoniously with others

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing
- Driver's License

Essential Duties and Responsibilities include the following (Other duties may be assigned). (Attendance)

- Assumes major responsibility for tasks, activities and projects within assignment, assuring compliance with laws, policies, and procedures.
- Answers varied inquiries and explains policies and procedures.
- Arrange trainings for coaching personnel as requested
- Perform a variety of secretarial and clerical functions for the Athletic Director and Department
- Coordinate the Officials' Association, including the scheduling and payment of officials
- Coordinate cash boxes for athletic events and process the deposits
- Assist in the distribution and development of publicity for athletic programs
- Maintain records which include the maintenance and preparation of athletic fields, and the purchase and distribution of athletic equipment
- Assist in the selling, distribution of tickets, schedules, etc. as directed
- Coordinate the scheduling of facilities, seating, ticket sales, and related activities
- Track student athletic eligibility

North Wasco County School District is an equal opportunity/affirmative action employer committed to workforce diversity and compliance with the Americans with Disabilities Act

- Assume responsibility of finalizing and sending prompt submission of eligibility reports to the District Office and OSAA
- Assist in recruiting necessary personnel for staffing home athletic contests
- Maintain records of coaching staff certifications required by OSAA
- Assume responsibility for the collection of fees and clearing athletic participation
- Record and send out to workers and the District office time sheets for athletic event workers to be paid
- Process all purchase orders for equipment and supplies for the department
- Process all work orders for athletic field needs.
- Prepare for special tournaments and District meets
- Maintains athlete medical certification records for eligibility
- Create programs when needed
- Process and mail schedules and rosters
- Arranges for transportation and/or lodging for athletic/activity events.
- Relays and interprets administrative decisions, policies and instructions.
- Devises new forms, formats and procedures, as necessary.
- Maintains complex records and reports requiring accounting techniques and involved procedural determinations.
- Assists immediate supervisor on a variety of administrative details and projects.
- Prepares correspondence, reports, forms, schedules, and rosters from rough draft material or data compiled and maintained by the position.
- Coordinates and maintains communication between staff, students, parents and public who are involved in the program or department.
- Collects, receipts (*sends to District Office*) and deposits revenues received.
- Maintains athletic records and independently answers routine questions and correspondence not requiring attention from immediate supervisor.

Supervisory Responsibilities:

Supervision is not normally a responsibility of this position.

Language Skills:

Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures. Ability to read and comprehend instructions, correspondence and memos. Ability to write reports, business correspondence, school handbooks and procedure manuals. Ability to effectively present information and respond to questions from individuals or groups.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs. Ability to make accurate mathematical computations or apply standardized statistical procedures manually or by machine.

Reasoning Ability:

Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

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.

Physical Requirements:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input checked="" type="checkbox"/>	Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Statement:

"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date