



# Longview Independent School District

## JOB DESCRIPTION

### SECRETARY TO DIRECTOR OF ATHLETICS

<b>JOB TITLE:</b>	Secretary to Director of Athletics	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Athletics	<b>TERMS:</b>	226 Days (Part-Time)
<b>DEPARTMENT:</b>	Athletics	<b>PAY GRADE:</b>	Clerical/Par 5

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#### PRIMARY PURPOSE:

Ensure efficient operation of athletic office and provide administrative support for the Director of Athletics

#### QUALIFICATIONS:

##### Minimum Education/Certification:

High School diploma or GED

##### Special Knowledge and Skills:

- Proficient typing, word processing, and file maintenance skills
- Effective organizational, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, databases, and word processing
- Knowledge of basic accounting principles

##### Minimum Experience:

One to three years secretarial experience, preferably in public education environment

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### Records, Reports, and Correspondence

1. Process all travel requests and maintain travel account checkbook
2. Maintain athletic department budget
3. Assure all payments for athletic event workers are processed



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Records, Reports, and Correspondence (continued)

4. Manage season ticket sales
5. Deposit all athletic events revenue received
6. Prepare all money boxes for all athletic events
7. Process all requisitions and purchase orders
8. Maintain all eligibility and previous athletic participation as required by the UIL
9. Assure all coaching staff has all required training as per UIL regulations
10. Arrange and approve all athletic travel transportation
11. Manage non-school use of athletic facilities (rentals)
12. Process passes for all athletic events for district employees
13. Maintain athletic facilities use calendar
14. Prepare written correspondence, schedules, and reports
15. Monitor and process personnel time records (time clock system) and reports
16. Schedule meetings and appointments and maintain Director's calendar

#### Reception and Phones

17. Receive incoming calls, take reliable messages, and route to appropriate staff
18. Assist community with any questions they may have regarding athletic events

#### Files

19. Maintain physical and computerized files including inventory of school and office supplies, mailing lists, and office communication
20. Update handbooks, policy manuals, and other documents as assigned



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Accounting and Inventory

21. Receive, store, and issue supplies and equipment
22. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records
23. Prepare and make cash deposits for activity account(s); may be responsible for maintenance of activity checkbook(s) and ledger(s)

#### Other

24. Sort, distribute, or deliver mail and other documents
25. Comply with district policies, as well as state and federal laws and regulations
26. Adhere to the district's safety policies and procedures
27. Maintain confidentiality in the conduct of district business
28. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
29. Demonstrate regular and prompt attendance
30. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

### EVALUATION:

Paraprofessional Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: May, 2017