



# 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        |
| <b>DEPARTMENT:</b> | Athletics                          | <b>PAY GRADE:</b>        | Clerical/Para 4 |

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#### PRIMARY PURPOSE:

Ensure efficient operation of athletic office and provide clerical services 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. Prepare written correspondence forms, schedules, or reports
2. Prepare failure reports for Director
3. Type out injury reports



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Records, Reports, and Correspondence**

4. Order office supplies
5. Assist with requisition and purchase orders
6. Maintain athletic events calendar
7. Manage pool party rentals
8. Keep up-to-date schedules for all sports
9. Schedule meetings and appointments and maintain calendar for Director

#### **Reception and Phones**

10. Receive incoming calls, take reliable messages, and route to appropriate staff

#### **Files**

11. Maintain physical and computerized files including inventory of office supplies, mailing lists, and office communication

#### **Accounting and Inventory**

12. Receive, store, and issue supplies and equipment

#### **Other**

13. Sort, distribute, or deliver mail and other documents
14. Comply with district policies, as well as state and federal laws and regulations
15. Adhere to the district's safety policies and procedures
16. Maintain confidentiality in the conduct of district business



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Other

17. 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)
18. Demonstrate regular and prompt attendance
19. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

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

### 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).



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**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**