



JOB DESCRIPTION
General Athletics Secretary/High School

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The Athletic Secretary/High School under the direct supervision of the Head Football Coach/Athletic Coordinator, performs clerical duties to ensure an efficiently operated office area in the coaches office of the Judson/Wagner High School Athletic Department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to two years secretarial/clerical experience

ADDITIONAL REQUIREMENTS:

- Skills testing will be required

KNOWLEDGE / SKILLS / ABILITIES:

- Ability to operate computer, fax machine, and copy machine
- Experience in Microsoft Office Excel, Microsoft Office Word, and Microsoft Office Power point
- Demonstrates proficient skills in typing, word processing, record keeping, and internet navigation
- Demonstrates effective organizational and communicative skills
- Work with students, teachers, parents, coaches, and community in a positive manner

DUTIES AND RESPONSIBILITIES:

1. Prepares correspondence and related documents pertaining to all athletic matters on the Judson/Wagner High School Campuses.
2. Serves as receptionist for Athletic Office and coaching staff and responds to questions from parents, community, teachers, students, and coaches.
3. Maintains student activity funds (for all sports and Fellowship of Christian Athletes (FCA) which includes the posting of ledger and 15 subsidiary accounts, counting money to deposit, preparing check requisitions and purchase orders and balancing of monthly statements.
4. Responsible for scheduling "Ticket Takers" for all varsity home game sporting activities; responsible for securing replacements for "Ticket Taker" no-shows.
5. Works with the Judson/Wagner Booster Club Sport's Representatives for planning and execution of Recognition Nights (for all sports) and Meet the Rockets/Thunderbirds for Fall and Spring Sports. Acts as liaison between the coaches and the Booster Club's Representatives for all sports.
6. Prepares money boxes and tickets for all varsity home games, including counting and reconciling after the event and completing a ticket report.
7. Enters all high school and middle school for all sports field trip requests into the District Transfinder system.
8. Communicates with the Athletic Director's Office on a daily basis on various matters dealing with athletic activities involving all sports.
9. Coordinates with the UIL Campus Administrator on Eligibility Requirements and completion of UIL reports and Previous Athletic Participation Forms.
10. Orders all Office Supplies for the Field House Office for all coaches.
11. Assists in the recruiting process for student-athletes for all sports by mailing highlight films and other materials relating to the student-athletes performance.
12. Responds to other schools and coaches with materials related to the Athletic programs.
13. Greets visitors to Athletic Offices and assists them as necessary.
14. Submits maintenance, technology, and communication requests to the appropriate offices.
15. Serves liaison between faculty and coaching staff. Assists faculty/high school office personnel with submission of requests to the athletic department.

16. Assists Coaching staff in making copies, faxes and mail outs for all sports.
17. Posts information and schedules the Judson/Wagner High School Campus Sports Zone Web Site for all sports. Includes posting of schedules, rosters and individual sports information for all sporting teams.
18. Assists Coaches in fundraising activities for all sporting teams to include accounting for supplies, monies and collection and tabulation of monies.
19. Notifies principal's office of any changes/cancellations in the schedule.
20. Sells football tickets to students during lunches.
21. Assists coaching staff with internet information searches.
22. Assists student-athletes with paperwork and questions.
23. Distributes mail to coaches.
24. 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 required.

WORKING CONDITIONS:

MENTAL DEMANDS: Concentration, communication, interpretive skills, reasoning skills, understanding verbal instructions, memorizing, reading, coordinating, compiling, and maintain emotional control under stress.

PHYSICAL DEMANDS: Moderate lifting daily, moderate carrying daily, sitting, standing, walking from one end of campus to other, climbing stairs, ramps, repetitive hand motions.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment
Personal computer

Paraprofessional Pay Grade: 4

Salary Range: \$10.11 min./ \$12.64 mid./ \$15.16 max.

Days: 195

Wage/Hour Status: Nonexempt

Updated: November 12, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.