

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Secretary to Athletic Director

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Athletic Director

RANGE: 240

WORK YEAR: 9 Months

CLASS: Administrative Support

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under the direction of the Principal and general supervision of the high school Athletic Director, to assist in the operations of the high school athletic program, perform a variety of responsible administrative, secretarial, clerical, and receptionist duties, and respond to inquiries from students, parents, staff, and the general public; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by contributing to an organized athletic program where students may engage in supplemental physical activity that benefits them physically, socially, and academically.

SUPERVISION OVER: Not Applicable

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Acts as secretary to the Athletic Director and as his/her liaison between students, parents, coaches, staff members, and the public.
- Manages the Athletic Director's schedule, screens his/her calls and visitors, and sends communication at his/her request.
- Greets and provides assistance, information, and materials to visitors, parents, students and the public regarding athletic programs and policies, referring the most complex inquiries to the Athletic Director or appropriate administrator.
- Using a computer, revises, prepares, distributes, and collects all required documentation for student athletes (e.g. athletic packets), assisting students and parent/guardians with the process as requested.
- Establishes and maintains a wide variety of manual and electronic filing systems of all required documentation and records for student athletes.
- Prepares for mandatory athletic meetings for each sports season by booking the appropriate facility, sending necessary notifications, and preparing all materials.
- Prepares all Purchase Orders for payment from high school and District athletic accounts.
- Notifies staff of early dismissal times for student athletes to ensure their attendance is appropriately coded in the student information system.
- Assists coaches with roster and schedule development, provides them with required documentation, and addresses their inquiries not requiring the attention of the Athletic Director.
- Submits work orders for all problems pertaining to athletic equipment, fields, and facilities.
- Updates the high school website with information and details about all upcoming athletic activities.
- Prepares the stadium and gymnasiums for athletic competitions, and runs the ticket booth at home football contests.

- Organizes student athlete recognition activities (e.g. Senior Parent Nights, Golden Empire League (GEL) Scholar Athlete list, etc.).
- Conducts routine clerical duties including but not limited to, composing/compiling/sending correspondence, scheduling appointments, compiling reports, sorting/distributing mail, operating and trouble-shooting standard office machines, filing documents, answering/screening/directing telephone calls, etc.
- Assists administrative personnel and/or designees in the performance of their functions and responsibilities.
- Maintains a flexible schedule in order to attend evening and nighttime athletic functions (meetings, competitions, etc.).
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; may be satisfied by appropriate experience and recommendations verifying sufficient knowledge and skills.
- One year experience clerical, secretarial, or administrative work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a public school setting preferred.

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License, insurable status by the District's carrier, and access to a personal vehicle in some cases.
- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Basic mathematical skills.
- Computer procedures, software, and applications.

ABILITY TO*:

- Operate a computer to input, update, and access a variety of records, information, and data.
- Read, learn, interpret, and make minor decisions in accordance with District and school policies, program, mission, and vision.
- Establish priorities to plan and schedule work.
- Compose correspondence, operate standard office machines, and develop/maintain organizational systems.
- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.

- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have fundamental working knowledge of these concepts, practices, and procedures, and the ability to apply them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (*With or without the use of aids*)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- May require traveling in a vehicle to job assignments.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; outdoor environment on campus in variable weather conditions.