

Job Title:	ATHLETIC & ACTIVITIES Clerk	Reports to:	Athletic Director
FLSA status:	Non-Exempt	Supervisor duties:	NONE
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	Responsible for scheduling all athletics events involving the district; responsible for data quality and smooth operations of the district program		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Clear all Students for A.I.A. competition. (Refer any unusual circumstances)
- Athletic Director will work with all transfer students.
- Get reservations for all athletic and activity teams traveling, prepare purchase requests and travel requests.
- Do all correspondence and mailings for all Page High School hosted events.
- Get all the programs for the events printed with ads from local businesses.
- Put together all athletic project proposals. i.e. Score boards, storage room cages
- Send all correspondence for compliance with A.I.A. rules and information.
- Keep track of all the teams attending tournaments and meets. Keeps track of if teams have paid invitational entry fees.
- Keeps current rosters of all sports and activities.
- Distributes travel/release lists for coaches not in the district.
- Contact all schools before the season begins and one week prior to scheduled events to ensure that all things are right. Contact the transportation department one week in advance to ensure that all is right.
- Provide times and show the informed consent film to all required to see it.
- Send necessary funds to the AIA and check the status of the account once a week.
- Get workers for all events and put in payment request or purchase orders as needed.
- Maintain the leave times for current seasons and keep it up to date.
- Contact media people for unforeseen changes that occur. Communicates changes to district personnel.
- Distribute eligibility lists for all groups every three weeks. Keeps track of when students are cleared.
- Make sure that fields and gyms are prepared for events and that the maintenance department has all requests for the things they do.
- Does minor repairs on athletic equipment and facilities.
- Keep the activity schedule current with changes.
- Maintains all athletic records.
- Prepares school awards, letters, pins for all activities.
- Processes all entry forms and fees for athletics and activities.
- Maintain records of all lodging expenses, tournament and other entry fees, workers, and officials.
- Let teams into locker rooms as they arrive.
- Assist in the office in other ways when there is down time.
- Have previous school years' plaques and banners hung before the start of the school year.
- Creates and maintains tournament expense accounts for all region and state tournament games.
- Enters schedules for AIA before the deadline.
- Inputs scores from all home competitions.
- Keep track of all missing equipment and responsible students at the end of the year.
- Confirm all travel with the Transportation Department weekly.
- Check FRONTLINE once a week and daily to ensure coaches have put in for sub leave.

- Monitor the after school Tutoring attendance for ineligible athletes.
- Other appropriate duties as assigned by the Athletic Director.
- Answer phone inquiries that you can answer and only forward me those that I need to address.
- Complete other non-specified clerical duties, including those related to the Athletic Director's Assistant Principal duties, as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Skills to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic arithmetic calculations.
- Must have courteous telephone manners, the ability to communicate effectively with school personnel, parents, and students, good work attitude with a positive and pleasant disposition.
- Knowledge of State laws governing records and sports activities

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School Diploma

Computer Proficiency: MS Office Suite, Google Suite

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required stand for sustained periods of time; walking for possibly long distances; hearing: perceive the nature of sounds at normal speaking levels with or without correction and ability to receive oral communication; position requires a medium level of work that consists of exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently.

WORK ENVIRONMENT:

The position is exposed to both inside and outside environment conditions; The noise level in the work environment is moderate to loud and may become excessively noisy at times. Will have contact with employees, external agencies and the public. May be exposed to infectious diseases, air, water and bodily fluid borne pathogens.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.