

School District of Altoona

TITLE: Administrative Assistant – Athletic Director's Office

JOB ANALYSIS: Under the direction of the Athletic Director, the Administrative Assistant position provides service and support to students, parents, general public, and district employees.

REPORTS TO: Athletic Director

DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.

- Assist with and maintain calendars, schedules and meetings.
- Enter all the rosters and emails the coaches regarding student attendance.
- Do the Skylerts regarding athletics.
- Sell the season passes and take care of the senior passes.
- Answer all the calls from parents, students, other schools regarding sporting events.
- Prepare all rosters for other schools programs.
- Manage the facility reservations and billing for usage.
- Manage the workers for home games (tickets, crowd control, etc).
 - Schedule workers and manage payments.
- Organize and schedule team photos.
- Keep activities updated in skyward for state data.
- Create and prepare all programs for home games
- Input information for P.O.'s
- Prepare money boxes for home games and count after completion of games.
- Weekly events email to our staff and the opposing schools to confirm the events.
- Prepare and send letters to parents and athletes for code violations.
- Organize weekly bussing schedule with student transit and coaches.
- Organize and keep track of awards (pins, bars, etc).
- Organize coaches' contracts.
- Prepare financial statements for the WIAA
- Order senior athlete plaques
- Keep open communication with the booster club.
- Line up lower level officials and non-conference officials.
- Keep gym banners updated.
- Prepare materials for the athletic code meetings.
- Create/organize game contracts with other schools.
- Prepare and distribute correspondence, letters, memos, files, records, reports, charts and other forms related to department functions such as invitational, tournaments, and athletic contests.
- Provide clerical assistance for building. This may include phone coverage, greeting/ reception duties, typing, data entry, preparing correspondence, filing, and copying
- Create reports and spreadsheets of information and perform moderate analysis of data as requested using basic computer software.
- Coordinate and prepare school/athletic reports publications and official reports.

- Coordinate other events and projects for the department as requested by supervisor which may include the following: athletic events, sport awards night, reserving of facilities, etc.
- Prepare and distribute purchase orders and requests for payment as situation requires.
- Assist in coordinating workers and paying all home officials.
- Assist with bookkeeping, place and track supply orders, prepare basic reports, and collect fees.
- Assist in preparing related reports, deposits, and reconciling accounts and other activities.
- Register athletes for new season of sports. Maintain current records including physicals, rosters and contact information. Maintain weekly eligibility reports and check eligibility of athletes.
- Assist in making arrangements for all play-off games.
- Compile data and prepare reports for state, federal, and/or other regulatory agencies.
- Provide emails and Skylerts to parents with important information.
- Provide backup coverage for other school positions as necessary.
- Perform other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent required.
- Minimum of three years of satisfactory experience working in a school or office setting with the general public, or completion of a two year vocational program.
- Associate degree or higher in Administrative Professional field preferred. Experience in a school setting is preferred but not required.
- Strong knowledge of Windows XP, Windows 7, Excel and publisher, and appropriate application software in a network environment.
- Demonstrated ability to effectively interact with others in person, by phone or in written communication.
- Successful bookkeeping training or experience.
- Demonstrated ability to maintain confidentiality of records, discussions and other correspondence regarding all school related matters.
- Current certification in first aid and CPR (or secure such certification within the first semester of employment).
- Demonstrated ability to learn and use a variety of office equipment including but not limited to copiers, facsimiles, and multi-line telephone systems.
- Demonstrated ability to learn new tasks and skills quickly with little supervision.
- Successful experience and/or training in supervising adult workers.
- Demonstrated ability to assume responsibility for routine decisions in the absence of an immediate supervisor.
- Must have and maintain a valid driver's license and have a good driving record.

PERSONAL ATTRIBUTES REQUIRED:

- Must be friendly, welcoming and positive.
- Must be organized and able to work with detailed records.
- Must be able to communicate verbally and in writing and follow written and verbal instructions.
- Must demonstrate the ability to establish and maintain positive working relationships with maintenance/custodial employees, district staff and vendors/suppliers/employees.

- Must understand the need for teamwork, timeliness and safety.
- Must be able to maintain self-control without exhibiting negative behaviors.
- Must be able to interact with others to accomplish tasks in a positive and productive manner.
- Must be flexible and able to respond to changing priorities, new job assignments and interruptions.

ESSENTIAL PHYSICAL/ MENTAL REQUIREMENTS:

- Must be able to stand, walk, climb, crawl or sit for prolonged periods with or without back support.
- Must be able to communicate effectively to ask or respond to questions, provide information and assistance.
- Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy.
- Must have the ability to maintain concentration and focus on tasks.
- Must be able to follow safety practices at all times.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

All requirements are subject to possible modification to reasonably accommodate individuals with a disability.