



HOWARD LAKE – WAVERLY – WINSTED ISD 2687

JOB DESCRIPTION OF POSITION: Confidential Employee

Under the direction of the Athletic Director provides office and clerical support to assist with the efficient operation of the school district. To accomplish these tasks, the secretary works closely with the staff and administration.

Job Title:

Activities Director Secretary

Revised Date:

11-13-17

Job Description: Assist Athletic Director / Assist with other High School Office duties

Athletics:

- Enters sports teams in RSchool today.
- Track and collect all activity fees (turn money in to Business Manager)
- Collect all Insurance waivers and student physical information.
- Maintain a file for each athlete with appropriate paper work.
- Handle MSHSL duties, includes entering schedules on site, updating rosters.
- Type certificates at end of each season.
- Track Letter Club participation.
- Set up ads for games or events needed.
- Send out transfer eligibility forms for transfer students and foreign exchange students.
- Type weekly Athletic Schedules and other correspondence for Athletic Director.
- Keep the Herald Journal, sports media outlets and the athletic trainer informed of all schedules and any changes.
- Maintain Athletic department checking account write checks per Athletic Director.
- Dec. 31 run the check register with sort by payee for 1099 requirements.
- Handle ticket sales for all events and Season Pass sales:
 - Prepare Season passes for each category (have available at all events).
 - Track sales of Season passes.
 - Prepare cash boxes for events.
 - Football (2) has a cash load of \$400.00 (200 in \$1.00's and 100 in \$5.00's and \$10.00's).
 - All other events are one box with a cash load of \$300.00 (100 in \$1.00's).
 - Count money for ticket/season pass sales and turn in to Business Manager
- Coordinated Letter Club:
 - Jacket, pins and bars sales
 - Count concession stand receipts
 - Receipts and funds sent to Superintendent Secretary for deposit and posting.

Substitute and staff records:

- Oversee High School substitute teachers and paraprofessionals hired by Temp Agency.
- Approves Substitute time sheets on Temp Agency site.
- Handles in house and open subs position as needed, completes substitute forms for each sub with hours and pay amounts.
- Track all comp time; submit comp time to be paid to Human Resources as needed.
- Each payroll period end, accepts time for employees on the District online time clock system.

Discipline:

- Enter discipline reports in the system and mail reports to the parents.

Handbook:

- Updates approved changes to the handbook.
 - All changes to the body of the handbook.
 - Add events to the calendar portion (Sports, testing dates, holidays, meetings, workshops for the students, concerts, plays and any other dates).
 - Proof and coordinate order.

Mailings:

- Supervise mail, purchase stamps, weight envelopes and packages, etc.

- Assist with Mid-Quarters, report cards and other mass mailings, stuffing and mailing.

Bulletin:

- Prepare Bulletin daily by email, put on school web site and have students put on the TV system.

Carl Perkins Report: Due End of the School Year

- Completes Report and Posts to Minnesota Department of Education.
After all end of the year reports are completed
 - Correct errors on our system and run reports.
 - When accurate posted to the Minnesota Education Web site.
(This is used to generate money for Wright Tech from the state)
 - When the reports are released
Copy to Business Manager, Wright Tech and keep a copy for Athletic Office files.

Transcripts/Cum Cards:

- Attach all testing result labels to back of cum cards. Update the system with test results for new students and at the end of the year send out the Final Transcripts to colleges. Also updating cum as to any extracurricular (sports, student council, FFA, Honor Society, plays and music performances) each student has participated during the past year.

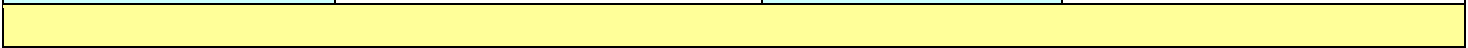
Bus Radio:

- Monitor Bus Radio before school starts
- Communicate with Transportation Director and drivers, transportation updates as needed (parents often call in to not pick their child up that day).
- Make 911 calls as needed.

Office Responsibilities:

- Answer phones
- Any other duties as needed or assigned.

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| Job Location: | Howard Lake MN | Company Industry: | Public School |
| Job Role: | Secretary | Employment Status: | Full-time 219 days 8 hours |
| Employment Type: | Employee | Manages Others: | No |
| Band-Grade-Sub Grade: | C-4-1 | | |
| State Job Match Points: | 150 | | |



Qualifications:

- * High School Diploma
- * Experience as a secretary
- * Strong ability to work with people – Students, staff, parents
- * Technology Knowledge (priority-training available)
- * Desire to continue career improvement
- * Experience with various computers and computer programs

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| Career Level: | Entry Level | Years of Experience: | [1-3 years] |
| Degree: | High school or Equivalent | | |



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| Approved By: Jason Mix | Date Approved: 11-12-13 |
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