



Job Description

Date: 1/15/2015

Job Title: Administrative Assistant to the Athletic & Activities Director

Term of Employment: Full time – twelve month position

Evaluation: Evaluation shall recur once every twelve (12) months. The evaluation shall be conducted by the Athletic & Activities Director.

FLSA Status: Non-Exempt

Department: Athletic & Activities Department

Reports To: Athletic & Activities Director

Summary:

This position serves a dual purpose of Assistant to the Athletic & Activities Director and Communications and Public Relations for the Athletic & Activities Department.

- Provides complex and confidential administrative support to the Athletic & Activities Director and his/her other direct reports.
- At the direction of the Athletic & Activities Director manage the department communication/public relations responsibilities.

NOTE: The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 position.

Key Skills and Abilities

- Must be able to demonstrate strong leadership skills (strong communication, problem solving, and conflict resolution skills). Should be able to earn trust and confidence from their co-workers and be able to take personal accountability.
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must have strong verbal and writing communications skills.
- Must demonstrate strong convictions and support for the District's and School's mission, vision and goals.
- Must promote the success of all students by acting with integrity, fairness, and in an ethical manner.
- Ability to work positively and effectively with District personnel.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to perform duties with awareness of all district requirements, Board of Education policies, adhere to all applicable regulations, and policies and procedures as outlined in the employee handbook.

Essential Duties and Responsibilities Include:

- Maintains confidentiality, unquestionable integrity.
- Coordinates a variety of activities for the Athletic & Activities Director (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.

- Assist Athletic & Activities Director in anticipating community concerns, media coverage and at the direction of the Athletic & Activities Director consulting with the district office administration on probable public relations consequences relating to shifts in existing programs and policies.
- Create, supervise and coordinate the preparation and printing of publications, calendar of events, newsletters, articles, brochures, maps and performance reports including but not limited to the building and department registration at beginning of each school year.
- May accept and deposit funds and complete payment requests for athletic and activity supplies, athletic/activity fees, event fees, event ticket boxes, and fundraised dollars.
- Coordinate busing for all away events for teams, clubs, and activities.
- Must be able to multi-task and handle multiple projects under tight deadlines.
- Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Coordinate student and community recognition programs at the direction of the Athletic & Activities Director.
- Manage the direction and content of the department web site.
- Promote the benefits of participation of all students.
- Provide support to all building level staff.
- Guide department office work so that tasks are aligned towards district vision.
- Participate in the planning and conducting of research studies with department staff, research personnel and the district office.
- Work with faculty and parents in a cooperative and continuous effort to adapt the program to the needs of the pupils and the community served by that school.
- Participate in the development of district-wide and site budgets, allocations, and assist in adjustments at the direction of the Athletic & Activities Director.
- Create a climate and culture in the school which fosters good pupil-teacher relationships, interesting school athletics and activities for students, and an open channel of communication with teachers, coaches, advisors, and parents.
- Maintain relations with parents, parent groups, school volunteers, and outside agencies.
- Communicate and implement policy and procedure changes from the Board, or from State and Federal legislation, at the building level at the direction of the Athletic & Activities Director.
- Coordinate activities before and after events (create rosters, prepare cash boxes, hire/confirm officials and event staff, deposit funds received, request payment of officials and event workers).
- Other duties as assigned.

Desired Minimum Qualifications (Experience, Education, Certificates, Licenses and Training):

- Preferred background in a high school educational environment.
- Preferred Bachelors Degree in Communications, Journalism, Public Relations, Technology or related field.
- Experience in communications or related field and/or administrative assistant experience.
- Proficient use of current technologies including but not limited to advanced knowledge of applications including MS Word, Excel, PowerPoint, rSchool Today, Arbiter Sports, ActiveNet, Skyward, PowerSchool, Google Docs, etc.
- Experience with current social media, included but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube, is highly desirable.
- Excellent communications skills, written and verbal, and knowledge of various media.
- Ability to provide leadership in coordinating internal and external public information and public relations programs.
- The Assistant must be able to prioritize and communicate well with the Athletic & Activities Director.
- Must be able to demonstrate ability to interact with all levels within the School District.
- Must have strong organizational, interpersonal, and communication skills.
- Experience with scheduling, calendar maintenance and stakeholder relations.
- Must have knowledge of technical work processes and local, state and federal requirements applicable to areas of assigned responsibility; basic functions of School Districts.
- Must be able to work independently as well as within a team.
- Experience in a school district setting is highly desirable.

Physical and Mental Demands

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, stoop, kneel, crouch, crawl, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment (fine finger dexterity); reach, carry, push and/or pull with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Generally the job requires 70% sitting, 15% walking, and 15% standing.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex office administrative problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with School District staff, parents, students, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees work under typical office conditions, and the noise level is moderate with varying levels throughout the day. Elementary offices are usually busy. The job is performed under minimal temperature variations.

Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.