

**Stanwood-Camano School District
Human Resources
Job Description**

TITLE: Secretary I – High School - Athletics

GENERAL SUMMARY

Under the supervision of the assistant principal/athletic director, responsible for managing athletic department office to maintain an efficient, orderly, productive, and organized student athletics and activities program.

MINIMUM QUALIFICATIONS

Education and Experience

High school diploma or GED (General Education Degree); secretarial training or experience desirable; valid First Aid and CPR certificates required.

Required Knowledge, Skills and Abilities

- Knowledge of general office procedures.
- Knowledge of filing, and record keeping.
- Knowledge and application of safety procedures related to performance responsibilities.
- Skills in public relations and confidentiality.
- Skills in verbal and written communication.
- Skills in computers and all office equipment.
- Ability to remain calm in stressful situations.
- Ability to be flexible, organized and manage time effectively.

DUTIES AND RESPONSIBILITIES

- Greets and provides information to staff, parents, students, and public via phone or in person regarding athletic programs and events.
- Prepares all letters, correspondence, memos and reports for athletic director.
- Assist athletic director with planning and preparation for annual Coaching Advance Conference.
- Type and maintain teacher and coach confidential evaluations and files.
- Maintain minutes and agendas from meetings.
- Assist athletic director with State Athletic Director WSSAAA duties.
- Maintain contact with officials, opposing schools, groundskeepers and bus garage regarding schedule adjustments.
- Monitor coaches' compliance with 1st Aid, CPR and clock hour certification requirements as per WIAA State rules.

- Create and update all athletic schedules.
- Maintain inventory of athletic schedules and distribute to other schools, parents and community.
- Create, update and distribute rosters for all sports.
- Responsible for travel arrangements for all state level competition.
- Prepare photos with names for printer of high school sports programs, prepare programs for home events.
- Verify all event dates, times, sites, etc. with league athletic directors, officials, and coaches.
- Provide information regarding athletic program to community, other schools and media.
- Assist in developing and distributing facility use calendar for district gyms and fields.
- Requisition Athletic Department supplies, equipment, printing, and other services.
- Maintain records of win/loss and records for all athletic teams.
- Assist coaches in preparing materials for each season's parent meeting.
- Post daily calendar of events on Athletic Department board.
- Provide employment forms for student and adults working events.
- Responsible for monitoring vending machines, managing refunds, requesting service, etc.
- Create and maintain detailed student athlete files.
- Complete grade checks on all athletes.
- Notify athletes, parents and coaches of probation athletes.
- Create, monitor, print and distribute Athletic Honor Roll per sport season.
- Work with ASB and District bookkeepers to comply with accounting procedures.
- Prepare gate money bags for home events.
- Maintain accurate records; balance ticket sales reports; prepare money for deposit.
- Maintain budget spreadsheet for each individual sport budget area.
- Create and print programs for all tournaments hosted.
- Count and distribute tournament monies; balance financial statement.
- Maintain master calendar of Facility use Requests for high school facilities, process applications, answer questions and check availability.
- Performs other duties as assigned.

SUPERVISOR: Athletic Director

5/29/01