

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
 Secretary 3
 Secretary/High School Athletics

IMMEDIATE SUPERVISOR Athletics Director

GENERAL DUTIES

Perform a variety of secretarial and clerical functions for the department. Assist in the coordination of the District athletic schedules, directories, and information regarding the District's athletic programs. Serve as the department receptionist and liaison with other departments in the District.

ESSENTIAL REQUIREMENTS

- A. Minimum of a high school diploma or its equivalent
- B. Basic math and computer skills
- C. Operate a variety of office machinery, including computers and copiers
- D. Ability to work harmoniously with co-workers
- E. Ability to communicate information to a variety of stakeholders
- F. Ability to work under pressure and tight timelines
- G. Knowledge of athletic programs
- H. Ability to create and maintain schedules, spreadsheets, and data bases
- I. Ability to compose a finished project from rough copy or verbal instructions
- J. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- K. The ability to work harmoniously with others

ESSENTIAL RESPONSIBILITIES

- A. Perform a variety of secretarial and clerical functions for the Athletic Director and Department
- B. Coordinate the Officials' Association, including the scheduling and payment of officials
- C. Coordinate cash boxes for athletic events, and process the deposits
- D. Assist in the distribution and development of publicity for athletic programs
- E. Maintain records which include the maintenance and preparation of athletic fields, and the purchase and distribution of athletic equipment
- F. Assist in the selling, distribution of tickets, schedules, etc. as directed
- G. Coordinate the scheduling of facilities, seating, ticket sales, and related activities
- H. Track student athletic eligibility
- I. Assume responsibility of finalizing and sending prompt submission of eligibility reports to OSAA
- J. Assume responsibility of prompt submitting of required reports to the District office
- K. Assist in recruiting necessary personnel for staffing home athletic contests
- L. Assume responsibility for the collection of fees and clearing athletic participation
- M. Record and send out to workers and the District office time sheets for athletic event workers to be paid
- N. Process all purchase orders for equipment and supplies for the department
- O. Prepare for special tournaments and District meets

- P. Create programs when needed
- Q. Process and mail schedules and rosters
- R. Schedule all but transportation for high school contests
- S. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority
- F. Maintain the integrity of confidential information relating to a student, family, colleague, or District patron

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Less Than 12-Month Office Support Pay Schedule

Pay Grade: D

Last Revised: June 2007