

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Administrative Support to Athletic Administrator

QUALIFICATIONS:

1. **Education/Certification:** Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check approval.
2. **Special Knowledge/Skills:**
 - a. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
 - b. Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
 - c. Demonstrated ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy.
 - d. Demonstrated computer skills.
 - e. Must be team oriented with excellent interpersonal and communication skills.
 - f. Must be willing to participate in ongoing in-service training as requested.
 - g. Must maintain a high level of ethical behavior and confidentiality of information as required by law.
3. **Experience:** Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Athletic Administrator and High School Principal.

JOB GOAL: To assist the Athletic Administrator with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

1. Provides Athletic Administrator secretarial support.
2. Act as receptionist for Athletic Office.
3. Assist with maintenance of supplies and equipment; necessary communication and record keeping regarding ordering and inventorying of supplies.
4. Word processing of all athletic schedules for Middle School and High School.
5. Communication and maintenance of records concerning details of all athletic competitions, including location, time, transportation arrangements and arrangements for necessary site officials and supervisors.
6. Communicating, collecting and maintaining all correspondence and records pertaining to athletic eligibility fee for Middle School and High School.

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7. Maintaining and updating seasonal eligibility lists; handling correspondence regarding eligibility status; checking attendance lists and communicating with coaches concerning daily eligibility issues based on student attendance.
8. Communication and maintenance of records relative to letter awards and other recognitions.
9. Submission of all forms required by the Maine Principals Association on a timely basis.
10. Preparing and updating rosters for all sports teams.
11. Scheduling of timers and scorekeepers for all home contests and maintaining records regarding that schedule.
12. Daily updating of the athletic schedule on the School Sports website, activity line, and voicemail.
13. Screening and organization of mail for Athletic Administrator and coaches.
14. Shares summer office coverage as scheduled.
15. Assists Main Office secretaries to extent time permits and needs of school requires.
11. Performs other duties as assigned by the Athletic Administrator and Principal.

EQUIPMENT USED:

Computer, printer, typewriter, calculator, telephone, copy machine, fax machine, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands: calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

Physical Demands: sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions: inside, working around moving objects, working alone

TERMS OF EMPLOYMENT:

Salary and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

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The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Athletic Administrator or High School Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

Draft: February 2007