

High School
Athletic Department

Position –Administrative Assistant/Secretary

Reports to – Director of Athletics

Hours – Varies by District

Employment Dates – August 28, 2011- June 2012

Pay – Per Contract

Responsibilities Include:

- Data Entry
- Knowledge of Microsoft applications including Excel, Word, Power Point, Microsoft Office
- Answers telephones and directs callers, takes messages, answers procedural questions based on knowledge of department/school rules and regulations.
- Screens, greets, directs and announces visitors
- Knowledge of CIAC website On-Line Eligibility Center
- Coordinates appointments/schedules meetings
- Scheduling, verifying eligibility, inputting rosters, handling postponements, managing coaching staff database (certifications, coaching education etc), other applications as required by Athletic Director
- Updating Athletic Web Page as needed
- Understanding of district electronic messaging system and policies relative to appropriate usage
- Organizes materials for publication such as schedules, programs, reports, newsletters and pamphlets as appropriate
- Assists in the monitoring of special department accounts as appropriate
- Maintains files, records and bookkeeping system(s) including records of student athlete participation, awards....
- Maintains purchasing records and other administrative records as appropriate
- Orders supplies, types up purchase orders, payment vouchers and receiving reports
- Inventories office supplies and equipment
- Coordination with security for coverage at athletic events as well as collection of keys
- Assist with the coordination of use of facilities, custodial coverage
- Ability to communicate effectively in oral and written form
- Performs tasks requiring initiative and independent judgment
- Other duties and responsibilities as assigned by Director or Administrator

Disclaimer: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other duties not listed.

CAAD SUGGESTED SECRETARY'S TO DO LIST

AUGUST

- _____ COLLECT /CHECK PHYSICAL FORMS
- _____ UPDATE FALL COACHES LIST
- _____ SEND EMAIL TO ALL TO GO TO WEBSITE FOR CHRONOLOGICAL FOR FALL SPORTS
- _____ MAKE COPIES OF CIAC RULES ELIGIBILITY FORM FOR ALL SPORTS AFTER TEAMS ARE SELECTED
- _____ REQUEST LIST OF TRANSFERS/NEW STUDENTS
- _____ SUBMIT ATHLETIC BUS TRIPS REQUESTS

SEPTEMBER

- _____ PREPARE AND DISTRIBUTE LETTERS REGARDING FALL PARENT MEETING
- _____ SEND FALL ROSTERS TO SCHOOLS (FOOTBALL & SOCCER)
- _____ SEND COPIES OF ALL ROSTERS TO: Principal, Asst. Principals, Nurse and Trainer
- _____ SUBMIT ELIGIBILITY LISTS TO CIAC
- _____ VERIFY OFFICIALS FOR ALL SPORTS/ALL GAMES

OCTOBER

- _____ UPDATE WINTER COACHES LIST
- _____ BEGIN PREPARATION FOR THANKSGIVING DAY GAME
- _____ PREPARE CIAC TOURNAMENT FORMS & P.O.'S
- _____ SEND HEAD COACHES FORM/LETTER RE: PRESEASON REQUIREMENTS ARE MET & ATTACH COPY OF ROSTER TO VERIFY TEAM LISTS
- _____ SEND POST SEASON AWARDS PACKET TO FALL HEAD COACHES WITH THEIR AWARDS SHEET
- _____ SEND BUDGET MEMO/REQUESTS TO ALL COACHES
- _____ UPDATE FALL AWARDS NIGHT LETTER ON WEB PAGE (see AD to verify date)
- _____ GET AWARDS ROSTER FOR MIDDLE SCHOOL
- _____ TYPE CERTIFICATES FOR MIDDLE SCHOOL TEAMS
- _____ DO LETTER FOR SENIOR FOOTBALL & CHEERLEADING TEAMS INVITING PARENTS TO SENIOR DAY (Check if Friends of Football will be doing this)
- _____ SEND WINTER SPORTS COACHES MEETING MEMO
- _____ SEND PRESEASON INFORMATIONAL PACKET TO ALL WINTER COACHES
- _____ SEND MANDATORY PRESEASON PACKET TO ALL WINTER COACHES

NOVEMBER

- _____ SEND END OF SEASON PACKET TO FALL HEAD COACHES
- _____ COLLECT INDIVIDUAL FALL SPORT AWARDS INFORMATION
- _____ COMPLETE FALL SPORTS AWARDS/CERTIFICATES
- _____ RECORD FALL AWARDS INFORMATION ON INDEX CARDS
- _____ SEND WINTER SPORTS SCHEDULES TO NEWSPAPERS
- _____ THANKSGIVING GAME PRESS RELEASE TO NEWSPAPERS/MAILINGS, ETC.
- _____ CONSTRUCT AND PRINT FALL AWARDS NIGHT PROGRAM
- _____ THANK YOU LETTERS TO VOLUNTEERS
- _____ SEND WINTER SCHEDULES TO APPROPRIATE PERSONNEL
- _____ MAKE COPIES OF CIAC RULES ELIGIBILITY FORM FOR ALL SPORTS AFTER TEAMS ARE SELECTED
- _____ REQUEST ATHLETIC BUS TRIPS REQUESTS

DECEMBER

- _____ SEND EMAIL TO ALL TO GO TO WEBSITE FOR CHRONOLOGICAL FOR WINTER SPORTS
- _____ CHECK PHYSICALS AND EMERGENCY/PERMISSION CARDS
- _____ SUBMIT ELIGIBILITY ROSTERS TO CIAC
- _____ CIAC SCHEDULE FORMS DUE FOR WINTER SPORTS
- _____ SEND BASKETBALL ROSTERS TO OPPONENTS (Boys & Girls)
- _____ SEND COPIES OF ALL ROSTERS TO: Principal, Asst. Principals, Nurse and Trainer
- _____ PREPARE PROGRAMS FOR BASKETBALL GAMES
- _____ GET COPY OF CURRENT – TAX FORMS FROM BOARD OFFICE

JANUARY

- _____ UPDATE SPRING COACHES LIST
- _____ SEND POST SEASON AWARD PACKET TO WINTER HEAD COACHES WITH THEIR AWARDS SHEET
- _____ COLLECT WINTER AWARDS INFORMATION FROM COACHES
- _____ PRINT PARENT LABELS FOR WINTER AWARDS NIGHT
- _____ UPDATE WINTER AWARDS NIGHT LETTER ON WEB PAGE (See AD for date verification)
- _____ SEND MANDATORY PRESEASON COACHES MEETING PACKET TO COACHES

FEBRUARY

- _____ SEND END OF SEASON PACKETS TO WINTER HEAD COACHES
- _____ RECORD WINTER AWARDS INFORMATION ON INDEX CARDS
- _____ PRINT WINTER SPORTS AWARDS CERTIFICATES
- _____ UPDATE SPRING COACHES LIST
- _____ SEND MEMO TO SPRING COACHES RE: TEAM MEETINGS
- _____ PREPARE AND SUBMIT CIAC TOURNAMENT FORMS & P.O.'S
- _____ SUBMIT ATHLETIC BUS TRIP REQUESTS
- _____ SEND PRESEASON INFORMATIONAL PACKET TO ALL SPRING COACHES
- _____ PRINT CHRONOLOGICAL SCHEDULE & DISTRIBUTE (BOE, SUPERINTENDENT, PARKS AND REC etc)

MARCH

- _____ UPDATE FALL AWARDS NIGHT LETTER ON WEB PAGE (see AD for dates/time)
- _____ SEND MEMO TO COACHES RE: AWARDS NIGHT
- _____ DO AWARDS NIGHT PROGRAM
- _____ MAKE COPIES OF AWARD NIGHT PROGRAM (500 copies)
- _____ SEND EMAIL TO ALL TO GO TO WEBSITE FOR CHRONOLOGICAL FOR SPRING SPORTS
- _____ COLLECT & CHECK PHYSICAL FORMS, SPORTS CONTRACT, EMERGENCY FORMS FOR SPRING SPORTS
- _____ SEND THANK YOU LETTERS TO VOLUNTEERS
- _____ SEND APRIL HUMAN GROWTH CLASS LIST TO TRICIA
- _____ MAKE COPIES OF CIAC RULES ELIGIBILITY FORM FOR ALL SPORTS AFTER TEAMS ARE SELECTED

APRIL

- _____ SUBMIT ELIGIBILITY LISTS TO CIAC
- _____ SEND COPIES OF ALL ROSTERS TO: Trainer, Nurse, Principal and Asst. Principals
- _____ UPDATE AND PRINT AWARDS NIGHT LETTER

MAY

- _____ UPDATE AWARDS NIGHT LETTER ON WEBSITE (check with AD)
- _____ SEND POST SEASON AWARD PACKET TO SPRING HEAD COACHES WITH THEIR AWARDS LIST
- _____ COLLECT SPRING AWARDS INFORMATION FROM HEAD COACHES
- _____ RECORD SPRING AWARDS INFORMATION ON INDEX CARDS
- _____ DO AWARDS NIGHT PROGRAM
- _____ MAKE COPIES OF AWARDS PROGRAM (500 copies)
- _____ SUBMIT CIAC & LEAGUE FORMS/FEES
- _____ COMPLETE TOURNAMENT ENTRY FORMS
- _____ PRINT SPRING SPORT AWARDS CERTIFICATES
- _____ SEND END OF SEASON PACKETS TO SPRING HEADCOACHES
- _____ SEND PRACTICE SCHEDULE MEMORANDUM TO ALL FALL HEAD COACHES
- _____ CHECK INVENTORY ON ALL SUPPLIES (certificates, pins, envelopes, etc.)
- _____ SEND COPY OF REGISTRATION INSTRUCTIONS FOR FALL SPORTS TO ALL PE TEACHERS AT MIDDLE SCHOOL

JUNE

- _____ UPDATE FALL COACHES MEETING PACKET
- _____ PRINT FALL COACHES MAILING LABELS
- _____ CHECK INVENTORY ON ALL SUPPLIES (certificates, pins, envelopes, etc.)
- _____ DO PURCHASE ORDERS FOR NEXT YEAR SUPPLIES
- _____ PUT ALL MEDICAL FORMS, SPORTS CONTRACTS, YELLOW CARDS & GRADE 12 AWARD INDEX CARDS IN BOX (Write school year on box)
- _____ SEND LETTER FOR PLAQUE LISTING ALL SEASONS SPORTS & RECIPIENTS TO QUALITY NAME PLATE
- _____ CHANGE SCHOOL YEAR ON MEDICAL FORM (on website)
- _____ DO PRESEASON COACHES INFORMATIONAL PACKETS FOR ALL FALL COACHES
- _____ DELETE ALL ATHLETES NOT ON TEAMS FROM MEDICAL CONFIRMATION LIST
- _____ PRINT COPY OF MEDICAL CONFIRMATION LIST WITH ALL SPORTS FOR ATHLETIC DIRECTOR
- _____ DELETE SENIORS FROM MEDICAL CONFIRMATION LIST
- _____ REQUEST LIST OF INCOMING 9TH GRADE CLASS FROM MIDDLE SCHOOL
- _____ INPUT INCOMING FRESHMEN
- _____ DO LABELS FOR 2011-2012 PURCHASE ORDER BOOKS, VOUCHERS BOOK FOR ATHLETIC DEPT
- _____ PUT ALL PAPERS TO SHRED IN GUIDANCE DEPT

AWARDS NIGHT: FALL:
WINTER:
SPRING:

LEAGUE DINNER/AWARDS Meetings: FALL:
WINTER:
SPRING: