

JOB DESCRIPTION

TITLE SECRETARY TO THE ACTIVITY COORDINATOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	High school diploma or General Education Development (GED) certificate. Knowledge and skill in the use of a computer.
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to apply concepts of basic algebra.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.
Work Environment	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Activity Coordinator

GENERAL RESPONSIBILITIES

1. Provides clerical and administrative support.

SPECIFIC RESPONSIBILITIES

1. Prepares all correspondence for the Activity Coordinator and others and forwards to personnel concerned.
2. Maintains accurate and up-to-date activities office files (computerized as well as paper).
3. Answers all incoming phone calls for the Activity Coordinator and other staff members.
4. Processes all incoming mail. Prepares mass document mailings on a periodic basis throughout the school year.
5. Creates and responds to Electronic Mail and orders department supplies.
6. Prepares and maintains the online Florida High School Athletic Association (FHSAA) eligibility database.
7. Maintains a thorough knowledge of FHSAA and CCPS eligibility guidelines.
8. Prints computerized reports and documents as requested.
9. Performs data files back-up.
10. Processes all paperwork for the department.
11. Prepares and maintains accurate and up-to-date sports rosters for all sports teams.
12. Maintains accurate and up-to-date physical, insurance, academic eligibility and parent consent information on all student athletes.
13. Maintains accurate and up-to date sports participation.
14. Prepares game-day programs for sports teams.
15. Confirms all athletic events on weekly basis with local officials' associations as well as competing schools.
16. Processes reserved seat season ticket sales for the football season.
17. Prepares athletic awards (letter, certificates, etc.) for all sports teams.
18. Prepares pocket sports schedules for each sports season.
19. Prepares and distributes a monthly calendar of non-athletic events.
20. Assists with the coordination of facilities usage.

21. Processes all athletic and non-athletic extra and co-curricular transportation requests for coaches and sponsors (school buses, charter buses and activity vans).
22. Transcribes minutes for meetings.
23. Exercises initiative and judgement within an assigned scope of authority and assumes responsibility with minimal supervision.
24. Performs other duties as assigned.