



FOLEY PUBLIC SCHOOLS

JOB DESCRIPTION

Job Title: Activities- Secretary

Revision Date: Summer 2021

Last Classification Review: 10/11/2021

Exempt Status: Non-Exempt

Department: Activities Office

Reports To: Principal

Job Summary:

Under the direction of the Principal and guidance of the Athletics Director, the Activities Secretary is responsible for performing a variety of administrative support and clerical functions for the office and in support of Activities staff to include such representative tasks as: performing recordkeeping and maintenance of activity records/files; making arrangements for event workers, setting up and balancing event cash boxes; collecting fees and online payments for fees, fines, activities; setting up transportation and changes for schedules activity events; coordinating the scheduling of facilities for events and practices; monitoring student grades to assure ongoing eligibility; and a variety of other similar duties as needed.

Essential duties outlined below are intended as “*representative*” or “*illustrative*” examples of the level, nature, decision-making and general expectations of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: None

Essential Duties and Responsibilities:

- Provides customer service, receptionist and general office support duties for the Activities Office
 - a) Greets and provides information to visitors, parents, students and staff regarding their general questions and directs persons to appropriate parties concerning activity issues or questions, as necessary.
 - b) Monitors and updates student eligibility files (e.g. physicals, permits, grades, suspensions and transfers).
 - c) Monitors and updates student records concerning physicals, academic eligibility, impact testing and medical condition information.
 - d) Notifies coaches/advisors concerning student eligibility and related issues.
 - e) Performs general office duties such as preparing correspondence, answering phones, maintaining files and records.
 - f) Creating purchase orders and ordering supplies when needed.
 - g) Managing online ticketing for events.
- Makes arrangements for athletic events and activities and completes general bookkeeping for the department.
 - a) Locates and hires event workers and officials. Prepares vouchers for event workers and officials.
 - b) Prepares and assembles cash boxes for all events and ticketing and/or sets up online ticketing, as needed.

- c) Lines up lifeguards and tracks season passes for district pool.
 - d) Prepares deposits for all game receipts, fees, fundraisers, etc. Submits deposit slips to District Office.
 - e) Prepares and makes arrangements for transportation for all extra-curricular activities and athletic events.
 - f) Makes arrangements for and schedules facilities for various activities, practices, or athletic events.
 - g) Prepares letters and participation certificates, academic and honorable mention certificates for end of season banquets, and
- Maintains, registers, and collects fees, fines, and forms for all students participating in activities/athletic programs. Monitors and keeps track of all unpaid fees and fines.
 - Provides for and communicates all activity/athletic program information, dates, times, game schedules, practices, and transportation schedules to students, staff, parents, and the community.
 - Performs other duties of a comparable level or type, as required.

Minimum Qualifications:

Requires a minimum of High School Diploma and 1-3 years of administrative support experience and/or a combination of equivalent education and experience to perform the essential duties of the job.

Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:

- Fundamentals of general office procedures and practices.
- Knowledge of office etiquette and customer service procedures and routines.
- Fundamentals of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
- Basic fundamentals of computer operation and use.
- Basic fundamentals of bookkeeping in tracking and/or recording of fees, receipts and expenditures.
- Registration processes and procedures of the department.
- Fundamentals of MN High School League rules concerning eligibility requirements, recordkeeping requirements, and procedures.

Essential Skills Necessary To Perform The Work:

- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, confidentiality, and informational assistance in dealing with employees, students and the public.
- Basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers and applying office productivity software for basic word processing, file maintenance and data entry (e.g., word processing applications, spreadsheet applications, email, presentation applications, etc.).
- Performing duties and tasks that require considerable attention to detail, precision and accuracy in recording, entering, tracking or performing record maintenance activities.
- Coordinating and making arrangements for event personnel, ticketing, fees collections, facility and transportation arrangements for events, practices, etc.
- Ability to learn and apply building office routines and office procedures.
- Ability to learn and operate district custom applications and district software used in maintaining office records, files, lists, student data, etc. (e.g., rSchool, Infinite Campus, etc.).
- Ability to multitask and handle work priorities appropriately.

Work Environment:

Work is performed typically in a school office setting. Work environment presents minimal risks or hazards associated with the work.

Physical Job Requirements:

Employee is continuously required to talk and hear and use hands/fingers dexterously; frequently sits; intermittently stands, walks, reaches with hands and arms, stoops, kneels, and crouches in the performance of the job. Exerting up to 10 lbs. pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.