



Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **HIGH SCHOOL ACTIVITIES ASSISTANT**

Department/Section: Support

State Job Match: 124

Title of Immediate Supervisor: High School Principal

JOB SUMMARY -- This position ensures the effective and efficient operation of the high school office.

Task No. And Description

1. Assists students, visitors and callers. Refer them to appropriate people.
2. Sorts and meter mail, as needed.
3. Prepares daily announcements and posts to Facebook, as necessary.
4. Disperses general school and office supplies items to staff.
5. Prepares game programs, set up cash boxes, reconcile cash boxes.
6. Prepares activities certificates at end of year for graduates.
7. Assists in the dispensing and charting of student medications, conducts other health related activities under the direction of the school nurse.
8. Manages Down and Off program – Reports to principal, coaches, students and parents.
9. Prepares all sports certificates and distributes letter, pins and other associated items. Maintains yearly record of letter winners.
10. Prepares activities certificates at end of year for graduates.
11. Communicates with sports trainer regarding injured students.
12. Manages academic lettering policy. Prepares and distributes certificates, letters and pins. Maintains record of academic letter winners.
13. Manages gym padlock records.
14. Maintains activity fees, physicals, and eligibility records. Informs coaches and students when fees and physicals are due as well as when students lose eligibility.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: Specific training or job experience required before appointment: High School Diploma. Advanced training preferred. Secretarial experience. Working knowledge of office equipment. Data entry and word processing skills. Communication skills. Physical requirements: N/A

Estimated length of time required for new entrant to achieve acceptable level of proficiency: Six months.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the High School Principal and Activities Director and works in coordination with other support staff.

WORKING CONDITIONS: No unusual or extraordinary working conditions.

TERMS/CONDITIONS OF EMPLOYMENT: Length of employment: 185 days. Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

PERFORMANCE REVIEW: Annual evaluation by the High School Principal and Activities Director.

Updated: October 2017