

HOOD RIVER COUNTY SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

JOB TITLE: DISTRICT ATHLETICS AND HRVHS ACTIVITIES SECRETARY

JOB SUMMARY

This position serves as administrative assistant to the district athletic director and to the HRVHS activities director, and serves as facilitator for the district-wide 6th-12th grade athletics program. With a focus on equity and access to all district athletics and activities; effectively communicates information, problem solves, provides support with material acquisition, cash handling, record keeping, and building usage. Handles daily work pressures with a positive attitude, requiring constant concentration on a volume of work which must be completed within a limited period of time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Provide administrative and clerical support to the athletic director, HRVHS activities director, and sports coaches, including but not limited to preparation of schedules and rosters, presentations, budget monitoring, keeping meeting minutes, making travel and room arrangements and preparing correspondence to staff, parents, students and community members.
- Ensures the proper and timely processing of all coaches and volunteers, to meet the District's standards and requirements.
- Maintain an understanding of league standard-operating-procedures and scheduling obligations.
- Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail and email.
- Maintain familiarity with OSAA rules regarding eligibility, transfers, normal progress and other OSAA related information.
- Assist with maintenance and tracking of athletics eligibility including OSAA reports, transfer certificates, grade checks, district related fees, waivers and fines collection, deposits, and tracking budgets for multiple athletic accounts.
- Maintain and publish accurate and up-to-date event calendars utilizing web software and social media platforms to post and update program information.
- Coordinate all athletics and activities-related services including rosters, travel, bus requests, scheduling officials and coordinating with coaches, adjusting to daily changes in events and needs.
- Track student records for all athletes and activity participants including attendance and academic reports.
- Independently answer routine questions and correspondence from parents, staff and students not requiring the supervisor's attention.
- Schedule conferences and programs as required including creating schedules, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.)
- Appropriately maintain and secure confidential student, personnel/volunteer, medical records and inquiries.
- Ensure the thorough and timely processing of coaching and volunteer background checks, and track the completion of annual mandatory training by coaching and volunteer staff.
- Professionally represent the school and the District in interactions with parents, community, staff, and students.
- Assist in distributing extra duty contracts.
- Manage special projects as assigned by the supervisor.
- May supervise students in the main office area, bus area or halls. Refer students to an administrator and contact parents as necessary.
- Troubleshoot office machinery (copy, fax etc.), coordinate maintenance and supply inventory.
- Maintain appropriate certifications and training hours as required.
- Comply with applicable District, state, local and federal laws, rules and regulations.
- Attend work regularly and on time, and ensure the ability to flex work schedule as needed and as directed by the

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supervisor(s).

- Frequently perform work beyond a standard 40-hour work week when workload requires. (i.e. events, games, etc)
- Other duties may be assigned as needs evolve.

MARGINAL DUTIES AND RESPONSIBILITIES

Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Serve on building and District committees and councils.
- Serve as backup to other high school office staff.
- Attends and participates in professional development and training.
- Develops knowledge and understanding of sports.
- Report issues to authorities as necessary (animal control, suspicious activity, etc.)

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers and student aides. This position may provide direction to some clerical office staff. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

- **Education and/or Experience:** High school diploma **or** General Education Diploma (GED) equivalent and three to four years' related experience in typing/keyboarding/word processing, general clerical or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working with youth sport activities or in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; acts as a good team-player; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescent students, staff and the public. Maintains a positive demeanor and is flexible to change.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English; bilingual English/Spanish skills preferred; Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedures manuals. Ability to accurately write reports and business correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- **Computer Skills:** Proficiency in the usage of database software, internet software, e-mail, social medial and word processing software (ie, Google suite). Ability to proficiently use the District-provided software (e.g. rschooldtoday, eSchool, squarespace, etc)
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgement and work in an environment with constant interruptions. Ability to work effectively in a school office setting characterized by frequent interruptions. Ability to work independently on difficult clerical tasks, keep complicated clerical records and prepare accurate reports. Obtain and maintain certificates as determined by the District. Ability to obtain and valid First Aid/CPR card and a driver's license. May be required to obtain a van driver certification.

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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 regularly required to talk and hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

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 work environment is in a school that combines standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

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“I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations. “

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____

Updated: 3/16/2021