

Building Secretary - Activities

Job Titles: Building Secretary - Activities
Department: Secretarial
Reports to: Building Principal, Assistant Principal, and Athletic Director
Classification: Non-exempt
Category: Support Staff

Summary

Building secretary provides clerical support to building staff and maintains school records.

Essential Duties and Responsibilities

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Answer phone calls, receive messages.
- Assist with writing of admission slips.
- Must become familiar with MSHSAA rules, procedures, and the MSHSAA website.
- Will submit eligibility rosters, pass lists, add coaches, etc. on MSHSAA website as needed.
- Request rosters from opponents, design/print rosters for all home events.
- Create Personnel Sheets for home event workers/officials to sign.
- Assist Athletic Director in the organization/collection of student physicals.
- Control/update iHigh Website - add schedules, game results, update calendar, photos, etc.
- Work cooperatively with Athletic Director and Office Manager when submitting paperwork pertaining to any departmental fundraising.
- Work cooperatively with parents, coaches, and players to create "Senior Night" flyers for each sport/activity's Senior Recognition Nights.
- Work cooperatively with coaches and Athletic Director to send out Advance Notices of Absence to faculty when students will miss school time.
- Attend activities meetings; type and distribute minutes of meetings to coaches/sponsors.
- Assist with daily maintenance of office machines.
- Attend workshops, as may arise.
- Any additional high school secretarial duties as assigned.
- Maintain confidentiality.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

None.

Qualifications

Education - High school graduate

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and interpret documents such as instructions and procedure manuals.
Write simple and complex reports and correspondence.
Speak with members of the public, students and other staff members.

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Computation

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

Reasoning

An individual who holds this position must have the ability to:
Interpret instructions furnished in written, oral, diagram or schedule form.
Solve problems when such problems have a variety of concrete variables.

Technology

An individual who holds this position must:
Have strong computer skills including word processing, and working with spreadsheets and databases.
Be able to understand and submit online reports to state and federal agencies.
Have the ability to learn new systems and software.

Other Skills and Abilities

An individual who holds this position must have:
Strong interpersonal skills and ability to work closely with a variety of staff members and the public.
The ability to safeguard confidential information.

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 essential functions.

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers and controls. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. Close vision ability to look at a computer screen for long periods of time is required.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The work environment is frequently chaotic with many students and staff members present and speaking simultaneously.