

Job Description
LaPorte Community School Corporation

JOB TITLE: Athletic Receptionist / Secretary

SUMMARY: The secretary for athletics is responsible for assisting the Director of Athletics with the organization of the athletic office. This involves being the first line of communication between the community and the Director of Athletics; scheduling appointments and meetings; typing; managing ticket sales, workers, and reports; printing contest and official contracts; verify student academic eligibility; assuring all athletes have completed necessary paperwork for participation.

Qualifications: High School diploma indicating courses in comprehensive business education or postgraduate courses including comprehensive business and / or technology education or equivalent experience in these areas. Knowledge of computer technology and application software is essential. Indication of an interest in high school athletics.

Immediate Supervisor: Director of Athletics

ESSENTIAL FUNCTIONS: The preparation and typing of the following:

1. Correspondence for the Director of Athletics
2. Correspondence for the Assistant Director of Athletics
3. Assume duties of a ticket manager:
 - a. Prepare money boxes for all athletic events
 - b. Make deposits with bookkeeper of athletic receipts
 - c. Make arrangements for the sale of season tickets and pre-sale tickets
 - d. Distribute complimentary tickets
 - e. Be in attendance and responsible for ticket receipts at all home varsity football and boys basketball games.
4. Contracts for officials, opponents and IHSAA hosted tournaments
5. Organize and prepare for sports banquets including program and trophies
6. Prepare and mail to opponents team rosters
7. Mail pocket schedules to opponents and necessary media
8. Prepare and mail information packets for invitationals and tournaments
9. Prepare and update coaching staff information list
10. Complete IHSAA entry list and send to appropriate schools and IHSAA
11. Inform media and distribute weekly sports schedules to appropriate individuals
12. Reminders to opponents and officials
13. Assist in the hiring and paying of athletic workers
14. Order supplies for athletic office
15. Answer the phone in the athletic office
16. Send e-mails and faxes as deemed necessary
17. Verify athletes academic eligibility
18. Assure all athletes have signed and turned in necessary required paperwork for participation

19. Have a complete understanding of the athletic computer program including but not limited to:
 - a. Schedules
 - b. Game contracts
 - c. Officials contracts
 - d. Printing labels
20. Athletic awards for athletes
21. Coaches meeting agendas and minutes
22. Booster Club responsibilities
23. Assist Director of Athletics with drug testing
24. Assist Director of Athletics with the scheduling of facilities
25. Assist Assistant Director of Athletics with transportation schedules
26. Assure that programs are available for home contests
27. Perform all other duties which may be assigned by the Director of Athletics, Assistant Director of Athletics, or Principal.

SUPERVISORY RESPONSIBILITIES: Directly supervises the secretaries office and assists the director of athletics and assistant directors of athletics in the supervision of their respective offices. Responsibilities are listed in the essential functions section of this job description.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function 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 essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma required; post-graduate courses in business and / or technology education desired. Knowledge of computer technology and application is essential. Adequate knowledge of correct office procedures, office equipment and technologies. An indication of a background and / or interest in high school athletics.

LANGUAGE SKILLS:

Proper command of English language, grammar, punctuation, spelling and proofreading. Ability to communicate effectively with parents, athletes, school personnel and the community under adverse circumstances. Ability to maintain confidentiality and demonstrate perceptiveness as to what is confidential. Ability to prepare a wide variety of correspondence as needed.

MATHMATICAL SKILLS:

Ability to assume all duties associated with that of a ticket manager including but not limited to: preparing money boxes, depositing money with bookkeeper, ticket sales, entry fees, pre-sale tickets, complimentary tickets, and all other financial requirements necessary in the athletic department.

REASONING ABILITY:

Ability to plan, organize and evaluate office operations to maintain efficient and effective work flow. Ability to establish priorities to provide for completion of tasks to meet deadlines. Ability to adapt to change as it relates to school improvement, new technologies and reorganization.

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 or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, audio recorder, blackboard, chalk, charts, diagrams, manuals, maps, publications. Reference books, computers, printers, fax machine and other pertinent office machines.

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.

TERMS OF EMPLOYMENT: The secretary's day is from 7:15 am to 3:45 pm with a thirty minute lunch break. The secretary is expected to work 205 days which include four paid holidays. The actual days expected to be worked is available upon request and reviewed yearly for any modifications that may be requested. Other pertinent information concerning working conditions for the athletic secretary may be provided in the office personnel handbook upon request.