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| Position: | Secretary to the Athletic Director |
| Term: | Full-time/12 Months |
| Classification: | Classified/Non-exempt |
| Location: | Joplin High School |
| Qualifications: | High School diploma or equivalent; additional business/secretarial courses; 2-3 years clerical or similar field experience, preferably in a school setting |
| Supervisory: | No |
| Reports to: | Athletic Director |

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Answer phone calls and greet visitors.
- Maintain accurate records athletic department finances including:
 - Program budgets
 - Fundraising deposits and balances
 - Accounts payable
 - Purchasing
 - Gate receipts
 - Bank deposits
 - Petty cash
- Schedule game workers
- Manage MSHSAA Website for Joplin High School
- Manage all necessary paperwork and files as directed by supervisor(s) including but not limited to:
 - Transportation requests
 - Student-athlete physicals and other required paperwork

- Student-athlete eligibility and transfer forms
- Event contracts
- Drug testing and code of conduct program information
- Game day programs
- Code student-athlete school attendance
- Student-athlete certificates and banquets
- Requests for athletic facility usage
- Keys to athletic facilities
- Coaches training certificates (CPR/First Aid/Concussion)
- Carry out all other duties as assigned.

Physical Demands

While performing the duties of this job, the employee is regularly required to walk, talk, and hear. The employee frequently is required to stand or sit. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Attendance

Regular and consistent attendance is an essential function of this position.

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.

Conditions and Environment

The work environment is consistent with a typical office environment.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.