

Wrightstown Community School District
Activities/Athletic and Guidance Department Administrative Assistant
(Job Description)

Primary Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- Present a positive image in contacts with parents, community, and staff
- To assist and support the Activities Director and HS Guidance Department in day-to-day operations
- Maintain confidentiality on student, personnel and legal matters, communicate effectively, use good public relations skills, adapt to changing situations and meet deadlines and new requirements
- Demonstrate initiative and self-reliance, be detail-oriented, have excellent written and verbal communication skills and the ability to handle multiple tasks and deadlines under pressure

Performance Responsibilities➤ Communications

- Athletic/Activities Department
 - ✓ Correspond with officials, coaches, Athletic Directors, and media regarding the confirmation, cancellation, or re-scheduling of athletic events
 - ✓ Promptly and accurately prepare and disseminate information including, but not limited to, athletic schedules, code violation letters, memos to coaches/advisors, press releases, athletic event information (banquets, parents), and other daily office correspondence
- Guidance Department
 - ✓ Provide administrative support by performing such duties as answering, screening and directing telephone calls, screening incoming mail; developing and maintaining a central filing system; directing visitors; scheduling meetings with students
 - ✓ Keep schedules of visiting colleges and technical school counselors, Armed Services personnel
 - ✓ Assemble and maintain information on scholarships
 - ✓ Maintain counseling website

➤ Human Resource

- Update, distribute, and collect coaches' handbooks as directed
- Prepare and update a coaches' directory

➤ Record Keeping

- Athletic/Activities Department
 - ✓ Promptly and accurately file and record the necessary athletic eligibility paperwork for each student and keep the master eligibility list updated including: physical and/or alternate year cards, co-curricular code of conduct, athletic participation fees, emergency forms and any other forms as deemed necessary by the A.D.
- Guidance Department
 - ✓ Promptly and accurately file and record the necessary student information including various test scores in student files/transcripts, student profile data, scheduling, class lists and any other forms as deemed necessary by the Guidance Counselors
 - ✓ Maintain and electronically enter student schedule requests

➤ Planning

- Athletic/Activities Department
 - ✓ Assist in preparation of awards for each sports season
 - ✓ Confirm activities event workers
 - ✓ Maintain and update the district website and calendar as it pertains to activities/athletics
 - ✓ Assist in game planning by preparing the tickets and cash boxes, game programs, verifying/obtaining rosters of each team and confirming and finding sports workers when necessary
- Guidance Department
 - ✓ Accurately maintains a calendar for the Guidance Counselors and the Guidance Department
 - ✓ Update annual Course Guide
 - ✓ Assist in planning and organization of the Senior Grad Party, Parent Network, Craft Sale, and Scholarship Night

➤ Other Responsibilities

- Perform other duties as assigned by the Activities Director, Guidance Counselors, or HS Principal

Qualifications

- A high school diploma. A minimum of an associate degree as an administrative assistant or a minimum of three years of previous successful work experience in a professional office environment
- Knowledge of the following tools and office equipment: Personal computer, copy machine, telephone, district-specific software, email, EXCEL, WORD, ACCESS
- Strong oral and written communication skills
- Strong human relations skills
- Ability to work independently
- Ability to prioritize tasks

Reports To

- Activities Director

Evaluation

- Annual written evaluation to be completed by the Activities Director

Adopted: 11/20/2013

Reviewed: 10/17/2018

Revised: