

Litchfield School District - SAU 27

POSITION TITLE: ADMINISTRATIVE ASSISTANT– ATHLETICS	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>5/4/2022</i>
General Purpose:	To provide clerical support for the Athletics Department of the school.
Reports to:	Director of High School Athletics
Supervises:	None

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

The principal function of an employee in this position is to provide clerical support to the Athletics Department. The work performed is under the direction of an assigned supervisor or designee, but considerable leeway is granted for the exercise of independent judgment and initiative.

Responsibilities:

- Works within a team environment to provide needed services of an educational office.
- Greets athletic office visitors, including students, parents, faculty, officials and members of the community.
- Answers incoming telephone calls. Forwards calls and messages in a professional manner.
- May work with volunteer students, and may be responsible for providing general office training and oversight support with respect to athletics.
- Set up and maintain files, correspondence, student/coach lists.
- Operates and oversees the maintenance and supplies of all athletic office equipment.
- Maintains records regarding coaches, team rosters, transportation vendors and officials.
- Sort and process incoming department mail and materials.
- Coordinates all transportation for athletic program, including rescheduling when needed.
- Coordinates and generates all NHIAA and/or District paperwork as required.
- Coordinates student athlete and coach meetings along with all seasonal awards events.
- Generates and maintains handbook, required forms and schedules.
- Maintains athletic budget

General Responsibilities:

- Maintains confidentiality of information.
- Must comply with all Litchfield School District policy and building / department rules, procedures, practices and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration and co-workers. Expectations are that athletic office visitors will be assisted promptly, positively, and politely.
- Performs other tasks and assumes other responsibilities as assigned by school administration.

Evaluation: Performance of duty responsibilities will be reviewed annually.

TERMS OF EMPLOYMENT: Part-Time, Non-exempt. School Year plus.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or equivalent
- Office experience preferred, but not required; knowledge of athletic programs.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of modern office procedures, practices and equipment.
- Thorough knowledge of modern office filing systems and procedures.
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures.
- Ability to maintain confidentiality at all times.
- Ability to prepare correspondence according to standard business practices.
- Ability to remain calm in difficult situations.
- Ability to successfully multi-task within a role.
- Ability to accurately and expeditiously type correspondence, reports and memoranda.
- Ability to complete financial processing procedures.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate a personal computer using standard or customized software applications appropriate to the assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None required

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, typewriter, copy and FAX machine, postage meter, calculator and file cabinet

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>												
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8					
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8					
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8					

Work Performed: Inside: 100% Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, committees and the community.

Summary of Occupational Exposures: N/A

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.