

Jordan School District

EDUCATION SUPPORT PROFESSIONAL JOB DESCRIPTION

Job Title: **Office Assistant Athletics (FT 242 - N91)(PT 242 – O52)** Job Family: 10
 Department: Traditional High Schools Lane Placement: 4
 Supervisor's Title: Principal/Athletic Director Contract: 242 Days
 FLSA Classification: Non-Exempt Hours per Day: N91 - 7 Hours (Benefited)
 O52 - 5 hours (Non-Benefited)

Original date: 06/86 Revised: 12/04 JRC Revised: 07/13 Revised: 06/22 Revised: 10/24

GENERAL FUNCTION

Under the supervision of the high school principal and athletic director, the **Office Assistant-Athletics** will provide direct support to the athletics program at the school, including tracking athlete eligibility and coach certification, athletic fees, athletic differentials, bus requests, cash box accounting/receipting, gate worker organization, charter school fee collection, athlete recognition, camps/clinics processing, etc. Will also performs a variety of clerical and office duties and provides support for the administration and office staff.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Will provide direct support to the athletics program under the direction of the principal, assistant principal over athletics and the athletic director.
- Will track athletes' eligibility and coaches' certification by making athletes and coaches aware of the requirements for eligibility or certification, assisting with making resources accessible for eligibility or certification, and ensuring that all required documentation of completion is posted and verified on Aktivite.
- Assist the athletic director and main office administrative assistant with processing and verifying accuracy of athletic fees payment, cash box accounting/receipting, charter school fee collections, camps/clinics participation fees, coaches' stipends/athletic differentials, etc.
- Plan, prepare and oversee gate workers at venues where required, recognition of athletes and coaches, camps/clinics support, etc.
- Assist coaches and/or other staff in coordinating with the transportation department to schedule buses, verifying buses ahead of scheduled transportation and processing bus invoices.
- Perform basic clerical functions (e.g. typing, computer data entry, record keeping, reports, forms, proofreading or packaging).
- Perform general office duties (e.g. organizing, sorting, filing, copying, in-coming and out-going mail, take and deliver messages).
- Assist with receptionist duties (e.g. answer telephone, direct calls to appropriate person, greet and assisting students, staff and/or office patrons, answer questions, schedule appointments).
- Maintain effective and positive communication with students, patrons, volunteers, vendors, visitors and District employees.
- Maintain confidentiality of student or District information by following District policies regarding confidential information.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires a minimum of one year of office experience or training that includes typing, word processing, computer input and retrieval, office receptionist or basic bookkeeping.
- Experience working with a high school athletic program preferred.
- Requires strong computer technology skills, including Microsoft Office products. Experience with the District computer system or experience with Aktivite preferred.
- Requires effective problem solving, organizational, multi-tasking and time management skills.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires attention to detail and accuracy of work.
- Requires excellent communication and interpersonal skills.
- Knowledge of basic First Aid is helpful.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, computers, standard machines used in teacher work room.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Requires specific vision abilities to supervise students, count money and other related office work.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.