

## **Fairfield Public Schools**

**Title:** Administrative Secretary II-Athletic Directors

**Job Purpose Statement:** Performs clerical, receptionist, secretarial and office administrative work for the Athletic Directors. Interacts with staff, students and the public. Performs related computer, bookkeeping, records management and communications work.

**Supervision Received:** Receives general supervision from the Athletic Directors; works with independence, establishing priorities within work assignment.

**Essential Job Functions:** Organizes work according to established or standard office procedures. Opens and distributes mail. Screens incoming telephone calls. Organizes and maintains office files, including confidential materials. Generates and processes purchase orders and invoices for payment and submits to the Athletic Directors. Prepares insurance forms for both schools for the Athletic Director's signature.

Maintains computerized athletic inventory on uniforms for all teams. Works with coaches to create an accountability system for the athletes. Prepares athletic award certificates for each sport and maintains a permanent record of awards for students. Maintains accurate records of individual and team accomplishments. Creates and edits game programs. Reports and updates student eligibility lists on a regular basis.

Responsible for all transportation scheduling for the Athletic Department. Works with the Head Coaches of each program to schedule busses for the season for all levels of each program and inputs that schedule into the CIAC (Connecticut Interscholastic Athletic Conference) website and trip tracker. Checks on the bus schedules for both schools every day.

Builds Infinite Campus Classes using online registration including updating them as new students register. Provides reports to coaches and nurses with information about physical and date. Responds to all student and parent questions and correspondence regarding the online registration system and troubleshoots issues. Updates school/district websites with tryout information, team meetings, coaches names, athletic schedules/scores, etc...Updates CIAC website, including eligibility lists, coaches names, athletic schedules/scores, schedule changes, bus times and any postponements. Reschedules busses to reflect postponement changes.

Responsible for maintaining and submitting to payroll coaching extra pay schedules for fall, winter and spring seasons for high school. Maintains records of salary steps and adjusts salary levels for all coaches annually, based on the FEA contract. Issues coaching contracts and pay option plans for each season according to schedule.

Processes five year coaching permits and temporary authorization to coach permits for all coaching staff. Maintains current CPR and First Aid records. Files paperwork with the State of Connecticut Department of Certification for all permits to be issued. Works collaboratively with the Athletic Director to ensure all coaching staff is properly certified and holds current CPR and First Aid certificates.

Coordinates end of the year awards banquets and programs for varsity athletic teams including end of the season awards. Assists the Athletic Director with all major athletic events, seasonal sports meetings, athletic association functions and advancement initiatives, etc..

**Incidental Job Functions:** Operates office equipment including computer, copier, calculator, FAX and telephone. Assists in payroll balancing and performs payroll data entry on an *as-needed* basis. Assists the Human Resources Office by securing required employment paperwork. Performs relief clerical and secretarial work in other offices, as necessary.

Attends CIAC summer training seminar regarding new rules and regulations.

Other duties as required.

**Knowledge, Skills and Abilities:** Ability to relate in a positive, friendly manner with coaches, staff members, students and the public. A thorough knowledge of Microsoft Office Suite, modern office practices, procedures and equipment. Knowledge of business english, spelling and mathematics. Ability to follow oral and written instructions. Strong social media skills concerning sports writing and communications.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a High School education and three years of increasingly responsible office administrative experience. Requires strong administrative, secretarial and organizational skills. Experience with and/or familiarity with WordPress web applications, Twitter, Instagram and CIAC/FCIAC Websites. Experience, knowledge and interest in the field of athletics. Interpersonal skills are essential due to high level of contact with parents, coaches, students and staff members. The Administrative Secretary deals with confidential information and must use discretion in the performance of his/her duties.

**Physical Exertion/Environmental Conditions:** The employee is regularly required to sit and talk or hear. The employee is required to stand, walk and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to ten pounds, such as reports. Specific vision capabilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position. Some degree of stress in carrying out administrative related duties in a busy office with regular interruptions and the urgency of report deadlines; and organizing workload within time constraints. Regular intermittent exposure to computer screen. Some degree of stress in interacting with staff members and meeting deadlines. Must be able to manage multiple tasks simultaneously.

7/1/02

Revised 6/2018