

**Central Valley School District  
Job Description #841**

**TITLE**            **Senior High School Assistant Secretary – Activities/Athletics**

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**GENERAL SUMMARY**

The Senior High School Assistant Secretary-Activities/Athletics performs a wide variety of tasks to help assure the smooth, efficient operation of the High School office as well as the school program for activities and athletics.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Senior High School Assistant Secretary – Activities/Athletics may perform all or a combination of the following:

1.     Type accurately and neatly a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, statistical data (graphs, charts, etc.), evaluations, etc.
2.     Compose standard letters, memoranda or reports independently and accurately, with little instruction/direction.
3.     Respond to the public in a cordial, courteous manner; answer the telephone and relay messages.
4.     Compile necessary forms for monthly payroll requirements for custodial staff.
5.     Route mail; distribute all inter-district communications; act as distribution center for various outside organizations.
6.     Act as secretary for Safety Committee, including publishing and distributing minutes.
7.     Act as secretary to Athletic Director, including organizing sports award banquets, preparing programs, maintaining individual activity eligibility forms, maintaining coaches certification, calendars, WIAA academic awards program, etc.
8.     Maintain accurate SIS records/reports as relates to activities, officials, games and contests and update Activity Hot Line.
9.     Coordinate travel request for activities, assuring all arrangements have been taken care of including field trip requests and bus requests.
10.    Manage/operate standard office equipment such as typewriters, calculators, copiers, computers, etc.
11.    Prepare varied reports and records, including building and athletic activity inventories.
12.    Exhibit initiative, accuracy, creativity and enthusiasm in performing responsibilities of job.
13.    Schedule and maintain the "Use of Facilities" calendar.
14.    Attend pertinent workshops and training sessions.
15.    Perform related duties as required by the Principal/Assistant Principal/Head Secretary.

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**REPORTING RELATIONSHIPS**

This position reports to the Principal/Assistant Principal

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**MENTAL DEMANDS**

Experiences frequent interruptions; may occasionally deal with distraught or difficult individuals; required to adapt to shifting priorities and to frequently rechannel work efforts.

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**PHYSICAL DEMANDS**

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; potentially exposed to ordinary infectious diseases carried by students.

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**QUALIFICATIONS**

1. Demonstrated skill in used of district standard hardware and software.
2. Type/word process 55 wpm accurately and neatly.
3. Demonstrated experience and knowledge of desktop publishing, spreadsheets, databases, mail merge, and electronic calendar using Microsoft Word and Excel amongst other programs.
4. Demonstrated ability to operate a ten-key calculator by touch.
5. Good organizational and communication skills.
6. Ability to manage and complete projects independently.
7. Excellent public relations and interpersonal skills.
8. A first aid card must be obtained within the first 60 days of employment.

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**UNIT AFFILIATION**

PSE - Secretarial/Clerical

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**CLASSIFICATION HISTORY**

Revised 02/88

Revised 01/95

Revised 06/03