

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Secretary to Athletic Director – High School

Supervisor: Building Administrator
Athletic Director

FLSA Status: Non-Exempt

Employee Group: Secretarial

Qualifications:

1. High school diploma or equivalent
2. Knowledge of Microsoft Office
3. Knowledge of common office software and equipment use

Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Maintain daily athletic bulletin board.
3. Greet visitors (parents, media personnel, district employees, students) and determine the nature of their inquiry.
4. Input and generate schedules dates, type and distribute official and athletic contest contracts, pay vouchers and initiate purchase request.
5. Type and distribute all athletic rosters and maintain athlete eligibility status including physicals, fees and awards.
6. Coordinate all preparations for Awards Night, Senior Night, Target Meetings and mass mailings or fees.
7. Prepare a wide variety of correspondence such as letters, memos and special reports.
8. Keep current with best practices and requirements as they relate to your job assignment.
9. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.