

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Ticket Manager

Supervisor: Building Administrator

FLSA Status: Non-Exempt

Employee Group: Differential

Qualifications:

1. High School Diploma or Equivalent
2. Ability to work effectively with parents, students and staff
3. Knowledge of basic math skills

Terms of Employment:

- Year to Year Contract
- Differential

Duties and Responsibilities:

1. Arrange for workers to sell tickets at all sporting events.
2. Coordinate workers at the sporting events.
3. Prepare money drawers for sporting events.
4. Report gate receipts for each sporting event as requested by the district office.
5. Count money and balance drawer after each sporting event and make deposits in the district account.
6. Prepare reports of deposits for the business office at the district's administrative building.
7. Keep current with best practices and requirements as they relate to your job assignment.
8. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
9. Represent the Harlem Consolidated School District in a professional manner.
10. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.