

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SECRETARY, Athletic

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficiency in secretarial and bookkeeping skills.
- One [1] year of office experience.
- Knowledge of software applications and office technology as related to specific job functions.
- Bilingual ability may be required per advertised vacancy.

**REPORTS TO** Principal and/or Designee

**SUPERVISES** No supervisory duties

### POSITION GOAL

*To perform secretarial and bookkeeping tasks for the Athletic Department*

### PERFORMANCE RESPONSIBILITIES

1. \* Prepare Florida High School Athletic Association [FHSAA] Annual Athlete Eligibility List and send to the FHSAA by required date.
2. \* Prepare and send sports rosters, schedules, and entry lists to the FHSAA in accordance with FHSAA guidelines.
3. \* Submit Student Blue Waiver forms to FHSAA in accordance with FHSAA guidelines.
4. \* Maintain record of grades and student information for each athlete.
5. \* Count and balance gate receipts for home athletic events as directed by Principal and/or Designee.
6. \* Assist Athletic Director with scheduling gate workers for all home athletic events.
7. \* Generate and mail game contracts to competing schools for all home athletic events.
8. \* Schedule officials and coach/athlete transportation for away events.
9. \* Create and distribute calendar of sporting events and athletic schedules.
10. \* Maintain Athletic Department budget.
11. \* Type purchase orders for all athletic supplies, uniforms, and officials for the Athletic Department.
12. \* Serve as receptionist and schedule appointments for Athletic Director and department appointments.
13. \* Receive and route all correspondence and meeting notices to all coaches.
14. \* Type correspondence for the Athletic Director.
15. \* Assist the Athletic Director with coordinating the athletic banquet to include ordering awards for athletes, ordering letters and pins, and scheduling banquet arrangements.
16. \* Assist Athletic Director and/or Booster Club with fundraising activities and with obtaining rosters and other information for Booster activities.
17. \* Count and balance fundraising receipts.
18. \* Assist with clinic, guidance, discipline, or front office tasks as directed by the Principal and/or Designee.
19. Perform other duties as assigned by the Principal and/or Designee.

\*Denotes essential job function/ADA

### TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position <b>TBA</b> Function <b>Vary</b>	2 <b>Sedentary</b>	<b>July 11, 1995</b>
<b>C-B2 \$17,698 - \$31,430</b>	Personnel Category <b>16</b> Survey Code <b>73099</b>	3 <b>A-C/F-G/L/P/S-T/V</b>	
<b>M-10 D-196 H-1470</b>	EEO-5 Line <b>51</b> Job Code <b>1779</b>	4 <b>None</b>	
<b>C-B1 \$20,138 - \$35,761</b>	Job Code <b>1780</b>		
<b>M-11 D-223 H-1672.5</b>	Job Code <b>1781</b>		
<b>C-B \$23,301 - \$41,374</b>	Job Code <b>1779A</b>		
<b>M-12 D-258 H-1935</b>			