

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF ATHLETICS/ACTIVITIES**

**Reports To: DIRECTOR OF ATHLETICS/ACTIVITIES**

**General Job Description:**

Under indirect supervision, provide administrative support to the Director of Athletics/Activities. Schedule athletic events.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Follow district policies and administrative rules and regulations.
3. Maintain confidentiality in sensitive matters.
4. Demonstrate ethical behavior.
5. Engage in self-development.
6. Project over-all concern for personal appearance as it relates to job performance.
7. Maintain behavior appropriate to performing and accomplishing assigned duties.
8. Know what to do to successfully complete assigned work.
9. Perform the usual office tasks as secretary including, but not limited to typing, filing, completing P.O.'s, copying materials and placing, receiving, and routing telephone calls.
10. Assist with and type reports.
11. Assist Athletic Director as needed.
12. Perform other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.
13. Maintain files, lists, schedules, calendars and other data.
14. Maintain a valid list of equipment and inventory.
15. Possess an understanding of eligibility rules and participation requirements.
16. Keep physical forms updated and available for distribution to school nurses, coaches and physicians.
17. Order packets for distribution to ensure participants are able to be enrolled in student accident insurance programs.
18. Order and distribute information regarding the administration of football insurance.
19. Schedule athletic events for all high school and middle school teams in conjunction with the Director of Athletics/Activities. Resolve conflicts in schedules, facilities, and transportation.
20. Maintain schedule for each team and distribute this information to the press, other schools, booster clubs, etc. upon request.
21. Send all local schedules and any changes that might occur through the season to the official's assigner and ticket manager to insure that all games are being covered by necessary personnel.
22. Send all schedules and any changes that might occur throughout the season to the bus companies to insure that transportation will be covered for each event.
23. Assign the district suburban's as needed for activity travel.
24. Ensure compliance with state standards for activity drivers; analyze records, receive reports, schedule certification classes, ensure renewals are processed.
25. Coordinate the use of facilities by all groups with regard to reserving facility, receiving and processing application for reservation, and liability insurance documentation.
26. Design, publish and distribute schedules, programs and invitations for games and tournaments.
27. Design and distribute passes for tournaments. Design and distribute complimentary passes which include but not limited to Lifetime Retiree passes, passes for school board members, legislators, and other prominent members of the community.
28. Type correspondence, reports, agendas, minutes, memorandums and forms as directed by the Director.
29. Maintain files and records as required.
30. Maintain athletic department website.
31. Receive and research complaints and refer to the appropriate individual.
32. Submit work orders for services needed for all things pertaining to Athletics Department, i.e. Athletic Office, Woolbowl, Debremond, etc.

**ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF ATHLETICS/ACTIVITIES (CONT'D)**

- 33. Order office supplies from Central Receiving.
- 34. Submit varsity schedules to regional assigner in compliance with NMAA guidelines. Generate contracts for officials assigned to all varsity Football and Basketball games as posted on Arbiter.
- 35. Possess a working knowledge of other offices at Roswell ISD in order to assist in those areas as the need arises.
- 36. Maintain confidentiality with sensitive matters.
- 37. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
- 38. Work independently with very little supervision.
- 39. Report to work on time and work no less than 7 hours per day.
- 40. Attempt to deescalate parents; listening/visiting with them about their concerns prior to parent meeting with administrators.
- 41. May be required to perform other duties as assigned by your supervisor.

**Supervisory Responsibilities:**

Supervise student workers.

**Qualifications:**

- 1. High School diploma or GED
- 2. Five years' experience in an administrative secretarial position, at least one of which should have been in an educational environment.
- 3. Knowledge of computer systems, including data bases and word processing programs.
- 4. Personal and professional task management through the use of technology.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create as undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

---

**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

---

**Signature**

**Printed Name**

**Date**