

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 8/10/21



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**Recognition:**     Students                       Staff                       Parents  
**Information:**    Building Report             Old Business             Superintendent's Report  
**Action:**         Resignation                       Hiring                       Contract Service Agreements  
                     Travel Out-of-State             Travel In State             Approvals  
                     Termination                       Legal Matters             Other:  
                    This action request pertains to  Elementary (only)     High School/District Wide

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**Date:**        8/03/21

**To:**            School board Members

**From:**        Corrina Guardipee-Hall ED.S.  
**Title:**        Superintendent

**Subject:**     Create Activities Assistant Position

**Description:** We are requesting the creation of an activity assistant position. In the past we paid out overtime and we also paid a concession manager and Eekahkimaht Coordinator. We will combine these duties, which will alleviate the need for a high number of overtime hours.

**Financial Impact:** \$14.33 an hour and \$14.94 after 90 days – classified position

**Funding Source (Budget/grant, etc.):** Impact Aid (25% 126.60.720.3500.115 / 75% 201.60.720.3500.115)

**Attachment(s):** job description

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
JOB DESCRIPTION  
Effective: 8/10/21  
Student Activities Assistant

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### Summary of Functions

Provides support to the Student Activities/Athletics/ Afterschool Activities department in carrying out support of functions of the office including secretarial, clerical, receptionist tasks as assigned, and duties outside of the office such as court/field prep, concession prep, and after school activities prep. Supports the overall program of extracurricular activities, both intramural and interscholastic for the Student Activities Department

### Essential Duties and Responsibilities

- 1) **Personal Contacts** - Places and receives telephone calls and records messages. Welcomes visitors and arranges for their comfort. Screens unexpected callers in accordance with district policy
- 2) **Confidentiality** - Maintains safeguards over protected, privileged and confidential information, verbal and written communication, to prevent unauthorized disclosures and as described by district policy
- 3) **Procurement** - Secures needed equipment, services and supplies for the office. Maintains office supplies and publications. Issues supplies and materials to coaching staff upon proper requisition as approved by the supervisor. Submits requisitions for ordering supplies and assists Activities Secretary with maintaining inventory of supplies
- 4) **Activity Scheduling**- Assists with making arrangements for extracurricular events, including but not limited to: space and equipment, hotel. And meal reservations, student transportation,. Works with staff to coordinate schedules for related activities such as field and gym practices, pep rallies and award ceremonies
- 5) **Correspondence** - Uses desktop computer applications such as word documents, google docs, and Excel spreadsheets to produce a variety of documents that includes schedules, handbooks, parent letters, and brochures. Handles all incoming and outgoing communication for the department. Prepares all outgoing mail and routes incoming mail for the department, coaches, and staff.
- 6) **Personnel** - Prepares personnel forms such as time sheets and other forms for approval by the Activities Director
- 7) **Public Relations** - Fosters good school community relations by keeping the community aware and responsive to the athletic and activities program

- 8) **Equipment** - Assists with maintaining an inventory of program office supplies and equipment. Makes recommendations to the Activities Director regarding existing and prospective materials. Assists with cleaning, repair and storage of all athletic equipment
- 9) **Data Entry** - Uses applicable software applications to enter, retrieve, sort, or calculate data for reports
- 10) **Meetings** - Makes arrangements for meetings, including time, space and equipment. Prepares material for Activities Director, coaches, and staff. May be required from time to time to take minutes, record meetings, and transcribe them for dissemination.
- 11) **Files** - Establishes and maintains files, cross-references and facilitates use of filing system
- 12) **Budgeting** - Maintains departmental budget
- 13) **Coordinate** Ee-kah-kimaht
- 14) **Coordinate** concessions for the Browning High School
- 15) Help with the communication for both activities and athletics.
- 16) **Other** - Performs such other functions and assumes such other responsibilities as the supervisor may from time to time

### **Organizational Relationships**

Supervised by and reports to the Director of Student Activities.

### **Qualifications**

Education/Experience- Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Valid Montana Driver's License
- High School Diploma or equivalent
- Demonstrated ability to plan, schedule, and manage various ongoing programs and special events
- Ability to control finances within allocated budget for the department
- Excellent communication, problem solving, and organizational skills
- Proven ability to be self-directed, integrate as part of a team, and to work with others with minimal supervision
- Good public relations skills
- Working ability with desktop computers and applicable software applications such as word, google docs, and excel spreadsheets
- Good work habits

### **Desirable Qualifications**

Knowledge of school sports and their operations; enthusiasm for extracurricular year round student engagement activities and working with students, parents, and coaches

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.