

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/13/16



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

Date: 12/5/16

To: **John Rouse**
 Superintendent

From: Jason Andreas
Title: Executive Director

Subject: Create Student Activities Secretary Job Description/Move to Lane 3 on Classified Salary Scale

Description: Jason Andreas, Executive Director, is recommending the approval of a job description for the Student Activities Secretary. In the past, this position operated under a departmental secretary job description. Because of the tasks that are actually associated with the job duties of this position are beyond the scope and scale of the departmental secretary job description, a Student Activities Secretary job description was necessitated. Additionally, we are working to place the Student Activities Secretary position at Lane 3 on the classified salary scale with union approval which will result in an annual total wage increase of \$276.00.

Financial Impact: \$276.00

Funding Source (Budget/grant, etc.): 75% - 201.60.720.3500.115; 25% - 126.60.720.3500.115

Attachment(s): Student Activities Secretary Job Description

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

Browning Public Schools
JOB DESCRIPTION
Effective: December 13, 2016

*Please edit- I will
be required to put on
next agenda for
approval. JA 12/1/16*

Student Activities Secretary

*Looks OK. Did Tony W
review it? JR*

Summary of Functions

Provides support to the Student Activities in carrying out the administrative function of the Student Activities Department including secretarial, clerical and other tasks as needed.

Essential Duties and Responsibilities

- 1) Program Management – Supports the overall program of extracurricular athletics, both intramural and interscholastic for the Student Activities Department.
- 2) Procurement –Orders materials as needed, and makes recommendations of supplies and equipment for purchase to the Director of Student Activities.
- 3) Correspondence - Uses word processing software to create a variety of documents including but not limited to; schedules, handbooks, parent letters and other documents as needed.
- 4) Activity Scheduling – Makes arrangements for extra curricular events, including but not limited to; space and equipment, hotel and meal reservations, student transportation. Works with staff to schedule related activities such as field and gym practice schedules, pep rallies, awards banquets, etc.
- 5) Athletes –Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport.
- 6) Public Relations – Fosters good school-community relations by keeping the community aware of, and responsive to, the athletics program.
- 7) Equipment – Assists with maintains an inventory of program supplies and equipment. Make recommendations regarding existing and prospective materials. Orders additional supplies as needed. Assists with the cleaning, repair and storage of all athletic equipment.
- 8) Confidentiality – Maintains safeguards over protected, privileged, or confidential information, verbal and written, to prevent unauthorized disclosures.
- 9) Other – Performs such other functions and assumes such other responsibilities as the supervisor may from time to time assign or delegate.

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 including budgeting
- ❑ Excellent communication, problem solving and organization skills
- ❑ Proven ability to be self-directed, integrate as part of a team, and to work with others
- ❑ Knowledge of the administrative functions and their respective policies and procedures e.g. personnel, finance, procurement, records management, etc. to perform clerical tasks.
- ❑ Good public relations skills
- ❑ Working ability with desktop computers, preferably Microsoft Word and Excel
- ❑ Good work habits

Desirable Qualifications – Previous knowledge of school sports and their operations; enthusiasm for extra curricular 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.
