

JOB DESCRIPTION

1. TITLE: Secretary to Activities Director
2. QUALIFICATIONS:
 - A. Excellent organizational and communication skills.
 - B. Ability to schedule and coordinate multiple activities.
 - C. Ability to work with people.
 - D. Knowledge in operation of office equipment and machines.
 - E. Proficient in the use of computers and common software applications.
3. REPORTS TO: Athletic Director and High School Principal
4. SUPERVISES: None
5. STATEMENT OF PURPOSE: To assure the efficient operation of the Districts Activities office to effectively serve students, staff and public.
6. PERFORMANCE RESPONSIBILITIES:*
 - A. Receive visitors.
 - B. Answer phone and take messages.
 - C. Hire DHS/RMS officials not assigned by conference, provide schedules for assignment chairman.
 - D. Type contracts for athletic events and officials.
 - E. Supervise athletic eligibility. Maintain records of physicals, insurance and parent authorization forms. Perform weekly academic eligibility reporting to coaches, athletes and parent/guardian in accordance with District's policy.
 - F. Arrange for and maintain a record of DHS and RMS contracts, eligibility lists, sanctions, entry fees, etc., and enforce the IHSA, IESA, and DHS/RMS eligibility rules.
 - G. Order, distribute and maintain records of athletic awards (letter/numerals) given to athletes.
 - H. Typing for the Athletic Director.
 - I. Assign game workers in accordance with contract. **Create all necessary paperwork for game days (rosters, time sheets, etc.)**
 - J. **Complete IHSA financial reports for events hosted by DHS.**
 - ~~J. Receive money and maintain records of all athletes out for sport.~~
 - K. Type all insurance claims in P.E. and sports department.
 - L. Filing of paperwork.
 - M. Schedule interscholastic athletic conference and non-conference games.
 - N. Ensure proper schedules are maintained and that conference rules are followed by the coaching staff.
 - O. Process ~~DHS/RMS~~ **DPS 170 Activities/Athletics** purchase requests, bill payments, receiving purchases, account reports, etc.
 - P. Collect all fees for high school athletics.
 - Q. Maintain/Update weekly events on the electronic sign along Peoria Ave.**
 - ~~Q. Collect fees for high school athletic physicals.~~
 - R. Write checks for athletic revolving funds and activity accounts.
 - S. Assist with hospitality rooms for invitational tournaments
 - T. Work with coaching staff and the transportation company in scheduling buses for away events and sell tickets for out-of-town games.

- ~~U. Team with Administration in their efforts to unite all stakeholders for a positive change to maximize financial resources.~~
- V. Place order for sports cards, prepare and mail sports cards, & ~~post on website~~ work with our social media coordinator. Assign reserved seating and create seat displays.
- W. Send letters and order forms to past season ticket holders. Email season passes & reserved ticket order forms to all parents of DHS students, and ~~post on website~~ work with our social media coordinator.
- X. Monthly financial reconciliation (Activity and Revolving accounts)
- Y. Swap Coordinator – manage and oversee the DPS Swap Program.
- Z. Send report on daily attendance to in-season coaches.
- AA. Maintain DPS facility rentals and contracts. Communicate with all necessary staff.
- BB. Collect and organize daily deposits for DPS Activities/Athletics accounts.
- CC. Organize and communicate to effectively host successful Draw Down and Golf Outing fundraisers.
- DD. Organize and order end of the year senior awards.

*Responsibilities are not all-inclusive. Additional responsibilities may be assigned by the supervisor and this job description may be modified by the District at any time.

7. TERMS OF EMPLOYMENT:

- A. ~~10-1/2 month position—205 work days a year—12-month position – 237 workdays a year~~
- B. 15 days sick leave per year
- C. 10 vacation days per year
- C. 2 days personal leave per year
- D. Medical/life insurance – Determined by the Board of Education.

8. EVALUATION

Performance of this job will be evaluated annually by the Activities Director and the High School Principal or his/her designee.