GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Secretary to the Athletic Director/Coordinator Board approved July 15, 2013

QUALIFICATIONS:

1. High School Education or equivalent
2. Two years experience preferred
3. Typing and computer skills
4. Strong written and verbal communication skills
5. Strong organizational skills
6. Poised, Diplomatic, Congenial manner
7. Well-groomed appearance
8. Ability to multitask
9. Reasonable bookkeeping knowledge
10. Strong organizational skills

SUPERVISES: N/A

REPORTS TO: Athletic Director/Coordinator

JOB GOAL:
To assist with the coordination of athletic programs by providing the necessary information to all concerned and to make sure all district employees are aware of safety procedures regarding athletic programs

TYPICAL DUTIES AND RESPONSIBILITIES:
Such duties and responsibilities as may be assigned, including but not limited to:

1. Performs general office work as assigned in the office of the Athletic Director/Coordinator
2. Maintains current files for each sport as to income and expenses
3. Assists in coordinating athletic events with local and state schools
4. Assists in requesting checks and mailing payments to middle and senior high school game officials
5. Assists in arranging transportation for middle and senior high athletic teams
6. Types requisitions pertaining to athletic equipment, travel, athletic tickets, awards, and physical education supplies
7. Compiles programs for football games, track meets, and other athletic events
8. Provides middle and senior high school principals and coaches with schedules, forms, and other necessary information pertaining to athletic events
9. Maintains records for athletic tickets issued and returned by middle and senior high schools
10. Compiles an annual report on middle and senior high school athletic events, attendance, income, and expenditures
11. Keeps payroll for workers at athletic events
12. Prepares weekly calendar of athletic events, weekly travel schedules, and cafeteria orders
13. Completes insurance forms for injured athletes
14. Performs other duties as assigned

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TERMS OF EMPLOYMENT:
255 days annually

EVALUATION:
Performance of this job will be evaluated in accordance with the evaluation procedures for classified employees of Gulfport School District.