

Franklin Pierce Schools
Job Description

POSITION TITLE: DISTRICT ATHLETIC OFFICE COORDINATOR

JOB SUMMARY: The District Athletic Office Coordinator responds to inquiries from students, staff and public; maintains files and records; prepares and distributes documents; inputs data into computer system; compiles data for documentation.

ESSENTIAL JOB FUNCTIONS:

Assists District Athletic Director.

Responds to inquiries from district staff, students, parents and the public to provide information and/or refer to appropriate parties.

Maintains files and records and inputs data to (e.g. athletics data, coaching certification, etc.) to ensure timely and accurate information is available.

Schedules athletic facilities, transportation, and officials for district events.

Coordinates sub coverage for coaches who attend events during the school day.

Prepares, distributes, and files documents (e.g. athletics data, etc.) to provide information to district staff, students, parents and the public.

Compiles data to provide documentation and information for district staff, students, parents and the public.

Assists with athletic department budget; procurement card and purchase orders; maintains inventory; orders supplies and materials, as required.

Schedules workshops and training programs (e.g. location, materials, supplies, etc.) to provide access and information to participants.

Manages Athletics website.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Possess a high school diploma or equivalent, required.
- Two years secretarial experience in a school setting, preferred.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to

- operate standard office equipment, including computer
- use proper grammar, spelling and English in both oral and written communications
- read and interpret specific rules and laws, and apply them with good judgment

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES, Continued

Knowledge of

- word processing, spreadsheet and database software
- general clerical procedures
- operation of standard office equipment, including a computer
- district and state policies and procedures

Ability to

- handle confidential matters and information in a professional manner
- work in an atmosphere where interruptions occur frequently and priorities are often modified

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution
- Must maintain a positive, productive and cooperative working relationship with co-workers
- Must demonstrate a sincere interest in representing the District in a positive and professional manner, both in person and by phone
- Must be willing to upgrade skills as requested and required

REPORTING RELATIONSHIP: Reports to the Athletic Director

*November 2010
December 2017
October 2020*