

**CHICO UNIFIED SCHOOL DISTRICT
OFFICE ASSISTANT ATHLETICS**

DEFINITION

Under general supervision, supports the Athletic Director (AD) in managing and organizing sports programs. This role involves collaborating with coaches, students and parents to ensure a professional, positive and supportive environment for all athletic activities. The position performs higher level independent decision making to ensure that all athletes meet or exceed eligibility requirements as well as to facilitate the tasks of the AD.

SUPERVISION EXERCISED

May exercise functional and technical supervision over student assistants.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Perform a variety of clerical duties, including typing, proofreading, filing, checking records and recording information on records.
- Assist/Support AD with athletic eligibility, athletic passes and recordkeeping of athletic physicals. Provides relevant information for the determination of athletic eligibility as requested by the AD.
- Update school site website regarding all athletic activities.
- Verify student hours for payroll purposes
- Clear volunteer parent drivers
- Managing sports schedules and team rosters for school web site.
- Maintain confidentiality around student records and student status
- Compile and prepare various departmental files, records and reports; search files for specified information.
- Type letters, reports, requisitions, purchase orders, forms, warrants, file cards and other material from rough draft, marginal notes, verbal instruction or transcribing machine recordings; respond to routine correspondence; shred confidential materials.
- Greet visitors and the general public in person and on the telephone; refer visitors and transfer calls to appropriate personnel; take and transmit messages for staff; assist the general public, staff, faculty and students by providing general information regarding the location, dates and times of events and District policies and procedures; relay messages to appropriate personnel regarding emergency calls and situations; schedule appointments.
- Provide information to parents, teachers and counselors and may provide assistance to Senior Office Assistant who maintains secondary student attendance.
- Maintain and review financial records and documents for clerical and arithmetical accuracy, completeness and for compliance with established procedures; sort and file documents and records according to predetermined classifications.
- Sort and distribute mail and fax correspondence.
- Take care of sick or injured students; administer basic first aid and dispense prescribed medication to individual students in accordance with District policy; notify parents of student injury or illness as necessary; complete accident reports as needed.
- Review and monitor purchase orders and invoices; maintain records of expenditures.
- Monitor inventory of materials, supplies and equipment; examine the condition of inventory; repair or replace items as required.
- Contribute to the design, edit, duplication and distribution of the newsletter and bulletins to parents and staff.
- Supervise students present in the office for disciplinary reasons or who arrive early or leave campus late.
- Operate a variety of office machines, including typewriters, copiers, adding machines, transcribing

machines and computer terminals.

- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Modern office practices, methods and computer equipment;
- Principles and procedures of record keeping;
- Word processing methods, techniques and programs;
- Techniques used in public relations;
- Alphabetical, numerical and subject matter filing systems;
- Basic mathematical principles;
- English usage, spelling, vocabulary, grammar and punctuation.

Skill to:

- Operate modern office equipment, including computer equipment;
- Type or operate a keyboard at a level proficient for successful job performance;
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions.

Ability to:

- Perform responsible and difficult specialized clerical work involving the use of independent judgment and personal initiative;
- Understand the organization and operation of the District as necessary to assume assigned responsibilities;
- Learn, interpret and apply the policies, procedures, laws and regulations pertaining to assigned programs and functions;
- Learn basic first aid principles and practices may be required for some positions;
- Perform responsible clerical work with accuracy and speed, with frequent interruption;
- Perform accurate mathematical computations;
- Prepare and maintain accurate and complete records;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;
- Respond to requests and inquiries for information regarding District policies and procedures;
- Work effectively and efficiently under pressure with constant interruptions;
- Plan and organize work to meet schedules and deadlines;
- Independently compose correspondence and memoranda;
- Work independently in the absence of supervision;
- Collect and tabulate information and data;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Word process methods, techniques and programs, including spreadsheet and database applications.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two (2) years of general clerical experience.

Training:

- Equivalent to the completion of the twelfth grade supplemented by specialized course work in office practices or a related field.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment.