

TITLE: Facilities/Athletics/Activities – High School

DEPARTMENT: High School

REPORTS TO: Building Athletic Director

POSITION SUMMARY: The job of Facilities/Athletics/Activities - High School is done for the purpose/s of providing a wide variety of secretarial support to assigned administrator and athletic department; coordinating activities for the athletic department; scheduling facilities; establishing and maintaining records; and compiling and distributing a wide variety of materials and reports.

ESSENTIAL FUNCTIONS:

- Communicates with District staff, city staff, community members, etc. for the purpose of resolving scheduling conflicts and/or maintaining harmonious working relationships.
- Coordinates with a variety of District and/or municipal personnel (e.g. building designees, Issaquah Parks & Recreation Department staff, community members, etc.) for the purpose of scheduling use of District facilities and/or District staff and equipment needs.
- Coordinates a variety of activities relating to facilities use, athletic and/or student events (e.g. custodial staffing, athletic eligibility, coaches time sheets, site facility use, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Maintains documents, computerized and manual files, and records (confidential and non-confidential) (e.g. updating master scheduling calendar, athletic eligibility, etc.) for the purpose of providing up-to-date reference and audit trail.
- Prepares written materials (e.g. memos, letters, reports, permanent student records, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, vendors, media, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, bus transportation, travel arrangements, officials, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: common office machines; pertinent software applications; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize

specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions; adapting to changing work priorities; being attentive to detail; communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience is desired.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date