



Classified Job Description

CSEA Revised: May 27, 2015
NJUHSD Board Revised: June 10, 2015

Position Title:	ACTIVITIES/ATHLETICS TECHNICIAN
Contract Term:	11 months
Salary Range:	20

GENERAL DEFINITION:

Maintains and updates all clerical data required by the Activities and Athletics programs.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains inventory, records, orders supplies, stocks merchandise.
2. Performs clerical/retail sales for student body activities.
3. Prepares and distributes student identification cards. Assists in sale and distribution of yearbooks, ASB stickers, tickets for school performances, special events, pictures, etc.
4. Assists with student activities such as dances, sports events, school productions, etc.
5. Does daily deposit with account technician; does banking when technician is not available.
6. Sets up and reconciles concession from sporting events.
7. May assist with maintenance of cash boxes.
8. Creates/orders awards and necessary programs for all award ceremonies (prepares packets for coaches, orders trophies).
9. Maintains sports eligibility lists. Verifies physical and medical eligibility and GPA eligibility.
10. Maintains athletic rosters in student information system.
11. Coordinates/distributes school pictures, yearbooks, caps and gowns, school rings, graduation packets.
12. Attends all coaches meetings and takes minutes. Performs all clerical work involved in student athletic participation.
13. Collects sports and school information and dates to create calendar.
14. Handles correspondence, calls and messages for the Athletic Director; provides athletic and activities information to the community through various means (social media, marquee, website).
15. Handles correspondence for coaches. Assists in handling of calls, messages and correspondence for Activities and Athletic Directors.
16. May be required to assist with after hours events.
17. Maintains database for drug testing of athletes.
18. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
19. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent and previous secretarial and clerical experience, preferably in school setting.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office skills, office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.