

**ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE:	ADMINISTRATIVE SECRETARY TO THE DIRECTOR OF STUDENT ACTIVITIES	REPORTS TO:	Director of Student Activities
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TRAINING QUALIFICATIONS

- High school diploma or GED equivalency
- Pass a series of typing, word processing and grammar tests
- Have working knowledge of basic office procedures and the operation of common office equipment, machines and computers
- Previous experience as a secretary preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REQUIRED SKILLS AND ABILITIES

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

PERSONAL QUALIFICATIONS

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

JOB GOAL

To assist the director of student activities in the daily operations of the office

WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. 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.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
Revision date:

POSITION NO. 4.04

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Process all applications to Reduce Extracurricular Participation Fees (all clubs and athletics). Includes maintaining spreadsheet and notifying buildings and preparing all correspondence to all applicants as well as verifying all documents received.
2. Prepare and maintain organization chart(s) for fee process (both academic and athletic). Also, prepare and maintain organizational chart for volunteer Code of Ethics process.
3. Make fee adjustments in student information system for all Reduced Pay-to-Play/Reduced Fee Applicants for both junior highs and both high schools.
4. Process/schedule all applications/requests/payments for outside usage for all of our district's buildings.
5. Create/maintain rosters for all clubs for Lakeview/Ridgeview Junior High, PHS-Central and PHS-North in student information system
6. Maintain list of coaches and requests from assistant athletic supervisors and director of student activities, new coach forms, verifying online applications and forwarding to Department of Human Resources.
7. Create and maintain transportation invoice tracking for both junior highs and high schools. (verifying tracking with invoice charges).
8. Collect all payments for all fees (athletic and clubs) for both junior highs and high schools if paid at the District Office. Must issue receipts, enter into student information system and print daily balance reports for Treasurer's Office.
9. Maintain calendar and schedule appointments for director of student activities.
10. Prepare agendas, schedule and take notes for assistant athletic supervisor meetings, the Executive Athletic meetings and the Art Council meetings for the director of student activities.
11. Serve as back-up receptionist for door monitoring/greeting visitors at the District Office.
12. Advises and assists candidates with coaching certification requirements relating to athletic areas of employment.
13. Maintains communication with building assistant athletic supervisor regarding employment needs/status of recommended candidates.
14. Performs other duties as assigned by the director of student activities.

TERMS OF EMPLOYMENT	260 contract days
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