

### Administrative Specialist - Activities

#### Purpose Statement

The job of Administrative Specialist - Activities is done for the purpose/s of providing complex and confidential, clerical and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating all site activities projects and processes.

This job reports to Designated Supervisor

#### Essential Functions

- Compiles data from a wide variety of sources for the purpose of preparing reports, making recommendations, and preparing information for assigned administrator.
- Coordinates and schedules a wide variety of projects, functions and/or program components (e.g. meetings, travel, including buses; state culminating activities, use of facilities, all site activities including athletics, etc.) for the purpose of maintaining and communicating key school activity programs and processes.
- Maintains a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. activity and athletic program components and events, etc.) for the purpose of achieving school program goals and meeting target dates for school activities and athletics in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office (e.g. weekly calendar, memos, announcements, building schedule, ID cards, activity passes, etc.) for the purpose of ensuring completion of daily within activities established guidelines.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature for the purpose of documenting activities, providing written reference, and conveying information.
- Processes a wide variety of documents and materials (e.g. account information for general fund accounts related to site activities and athletics, etc.) for the purpose of disseminating information in compliance with administrative guidelines and regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Provides scheduling and organizational processes for all athletic activities (e.g. team rosters, team practices, eligibility notices, weekly student/teacher participant notices, sports calendar and sports schedules, all processes for bus transportation, etc.) for the purpose of ensuring the implementation of all necessary athletic procedures and processes for students, administrators and teachers.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, other schools, WHSAA personnel, etc.) for the purpose of providing information and facilitating communication among parties.
- Supports assigned administrative personnel (e.g. Principal, Assistant Principal, etc.) for the purpose of providing assistance with receptionist and/or administrative functions and responsibilities.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally 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 pertinent software applications; planning and managing projects, coordination of daily school activities and programs; and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; rules and regulations of school district; pertinent information for athletic and activity programs; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working and coordinating a variety of school programs and processes; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing:**

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

6/25/2018

**Salary Grade**

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