

SECTION I: GENERAL INFORMATION

Classification Title: Office Professional-Activities	Department: Activities	Unit: Office Professionals
Immediate Supervisor: Director of Activities	Grade Placement:	FLSA Status: Non-exempt
<p>Job Summary:</p> <p>Under the direction of the Activities Director, the Office Professional-Activities is responsible for providing a variety of clerical and secretarial support functions within the Activities Department to include such responsibilities and tasks as assisting the Director and coaching staff in registering and enrolling students in activities and athletic programs; maintaining and updating department and eligibility records; collecting fees and forms for participants; assisting in the scheduling of transportation for away events; preparing cash boxes for events, hiring of event workers, and preparing deposits of fees, student activity accounts, and gate receipts; and other activities as assigned by the Director of Activities.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides customer service, receptionist and general office support duties for the Activities Director.
 - Greets and provides information to visitors, parents, students and staff regarding their general questions and directs persons to appropriate parties, as necessary.
 - Monitors and updates student eligibility files (e.g. physicals, permits, suspensions and transfers).
 - Types rosters for coaches and building personnel.
 - Creates program(s) for activities and events.
 - Notifies coaches/advisors concerning student eligibility and related issues.
 - Updates student records for participation in activities for student transcripts
 - Performs general office duties such as preparing correspondence, answering phones, maintaining files and records.
2. Registers all students for athletics and activities. Updates and monitors student eligibility records.
3. Maintains accurate schedules for all activities and athletics.
4. Assists in and makes preparations and arrangements for athletic events, activities and general bookkeeping for Activities.
 - Locates and hires game workers and officials. Prepares vouchers for game workers and officials.
 - Prepares and assembles cash boxes for all events.
 - Prepares deposits for all game receipts, concessions, fees, fundraisers, donations, etc.
 - Prepares transportation forms/reports and/or makes arrangements for all extra-curricular activities and athletic events.
 - Collects, verifies and deposits funds into activity budget accounts and student activity budget accounts.
 - Completes and processes all itemized expense forms, payroll forms and requisitions.
5. Orders, receives and distributes office and team supplies.
6. Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of district administrative policies and procedures (i.e. purchasing, handling fees/receipts, payment of officials, etc.). • Fundamentals of computer operation and business productivity software including specialized District software/applications relevant to the district (i.e. Skyward, Infinite Campus, TripDirect, etc.). • Basic fundamentals of bookkeeping in accounting for fees, receipts and tracking budgetary expenditures. • Fundamentals of customer service, business etiquette and general office and recordkeeping procedures/requirements. • Knowledge of registration processes and procedures of the department. • Knowledge of MN High School League rules concerning eligibility requirements, recordkeeping requirements, and procedures. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 1 year clerical/secretarial and/or customer support experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: A valid MN Driver’s License or evidence of equivalent mobility.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Customer service, business etiquette, and human relation skills in assisting, screening, handling and dealing with informational requests of district staff, students, coaches, advisors, parents, and the public. • Performing general accounting/bookkeeping pertaining to student fees and collection of revenues, payment of game officials, etc. • Prioritizing work and office organizational skills. • Establishing and maintaining eligibility records and other department records and files. • Using and applying customized business applications and office productivity software. • Applying judgment, problem-solving and decision making to situations and activities in assigned program areas in accordance with understood district policies and administrative rules. • Coordinating and making arrangements for transportation needs. • Organizing and staffing event/activity workers, supervisors and officials. • Maintaining and updating activities files and records. 	



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Amount of Time Spent					Amount of Time Spent				
Physical Activities	None	1/3 Less	1/3 to 2/3	Over 2/3	Lifting/Forcing Exerting	None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		X			Up to 10 lbs			X	
Walk			X		Up to 25 lbs		X		
Sit			X		Up to 50 lbs	X			
Use hands to finger, handle or feel		X			Up to 100 lbs	X			
Reach with hands and arms		X			Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl		X							
Talk or hear				X					
Taste or smell	X								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
Duties are performed in a typical school district office setting. There are minimal environmental hazards and risks associated with the nature of the work.



SECTION IV: DISTRICT MISSION AND CORE VALUES

<p>OUR MISSION</p>	<p><i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i></p>
<p>CORE VALUES</p>	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
<p>MISSION OUTCOMES</p>	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
<p>STRATEGIES</p>	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
<p>STRATEGIC DELIMITERS</p>	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature
Date

Classification History:
 Created classification description 5/2016 BCC

