

# **Middle School Administrative Assistant**

## **Job Description**

The Middle School Administrative Assistant acts as secretary to the principal. Also serves as the Athletic Director and will be responsible for managing all aspects of the athletic program at the Middle School. Serves in a confidential capacity for rendering reports as required by the principal.

**This is a full-time position (12 month employee)**

**Hours: 40 hours per week**

### **Specific Duties and Responsibilities**

1. Prepares/completes a variety of reports and records, i.e., student profiles, data reports, benchmark testing information, student discipline statistics, key distribution records, and other reports and records as required.
2. Prepares monthly school calendar, grant applications, bank deposits, meeting materials, student awards, student/parent surveys, school newsletters, handbooks, and mailings
3. Manages computer programs for the school such as Amplify, Power Assessment, Coach Digital, Renaissance Learning, IXL, Math Con, AzMERIT Portal, & Freckle
4. Tracks employee times in Time Clock Plus, corrects mistakes, and manages employee sign offs
5. Responsible for public relations such as school social media sites, school reach messages, greeting guests, answering inquiries, assisting parents with PowerSchool, and scheduling appointments for the principal.
6. Organizes professional development events for the principal to include needed materials, set-up/ tear down, seating arrangements, confirming reservations, and refreshments
7. Acts as triage for disciplinary issues
8. Other duties as assigned as reasonably related to the classification.
9. Athletic Director Responsibilities:
  - a. Organizing and Managing games and athletic events
  - b. Managing coaches and any parent concerns
  - c. Organizing all athletic paperwork, Regularly conducting grade checks, and notifying teachers and coaches of missing paperwork or failing grades
  - d. Organizing and maintaining records of all athletic equipment, inspect equipment and keep up to date, order uniforms according to schedule
  - e. Present at all home games and is responsible for obtaining and paying referees, managing the facilities during games, and establishing and maintaining order during games
  - f. Educating coaches on safety procedures, concussion training, preventing liability issues, and coach conduct
  - g. Conducting all performance reviews of coaches each year
  - h. Encourage parents to donate tax dollars to athletics and use these fiscal resources responsibly.
  - i. Regularly attend Athletic Director Meetings and inform administration of any changes with White Mountain League

- j. Create a calendar of games which includes dismissal, game time, and location and share with administration, staff, coaches, and parents
- k. Organizing busing for all away games with transportation and ensuring students and coaches leave on time
- l. Organizing and managing all tournaments and meets that the middle school is in charge of hosting

### **Qualifications**

- 1. Exhibits leadership skills
- 3. Organized
- 4. Knowledgeable as it pertains to the focus of athletics and administrative assistant duties
- 5. Experience coaching
- 6. Excellent Computer Skills
- 7. Fingerprint clearance card
- 8. Experience working with students