

	<b>Huron School District #2-2</b>	Code: GDA-30 Administrative Assistant to Activities Director/Arena Manager
	Policies and Regulations	

## Administrative Assistant to Activities Director/Arena Manager Job Description – Huron School District #2-2

REPORTS TO: Activities Director/Arena Manager

**QUALIFICATIONS:** Must have completed high school. Must possess computer skills and ability to master district-required software. Must possess excellent planning and organizational skills. Must use English language correctly and be proficient at creating & editing printed materials. Must respect matters of a confidential nature & be able to work discreetly with the public. Must be flexible & be willing to work in a fast-paced environment with multiple deadlines.

**JOB GOAL:** To assist the Activities Director/Arena Manager in office procedures. To ensure that the Activities Office operates in a smooth and efficient manner.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain a yearly filing system of all student eligibility records as well as maintaining a computer database of all eligibility requirements for each student by specific sport. This must be completed for all sports as well as fine arts participants
2. Review student athlete's files for EAPs, share with in-season coaches
3. Prepare Sports Packets for MS & HS student-athletes
4. Review Academic Eligibility for in-season student-athletes following each quarter grade posting.
5. Request & compile Letter Winners for each sport. Maintain complete listing of all letter winners
6. Establish rapport with administrators, coaches, staff and public
7. Input schedules & rosters into SDHSAA website prior to deadlines
8. Prepare contracts for sporting events of participating schools
9. Prepare contracts for all Arena rentals and Tiger Stadium rentals
10. Prepare/proof programs for all home sporting events
11. Prepare list of events where admission is charged & give to the Business Office
12. Work with Tiger Roar Representatives to produce Senior Spotlights for programs
13. Develop & maintain Work Assignment booklet for Short Term Leave
14. Prepare reminders to email for all Short Term Leave assignments
15. Document Short Term Leave participants & number of events they choose to work
16. Assist custodians to prepare a monthly calendar for clean-up personnel at all events held at Arena and Tiger Stadium
17. Request information & prepare the Monthly District Calendar for all staff and public
18. Prepare Master Calendar for upcoming school year and submit to administrators and administrative assistant in each building
19. Prepare Calendar for the Huron School District website and submit to Creative Printing. Update as needed throughout the school year
20. Prepare Summer Camps & Open Gym Calendar, email to coaches, administrative assistants, principals, building custodians, athletic director
21. Type monthly practice schedules for sports & disseminate
22. Assist with the fall orientation for middle/high school athletes
23. Maintain daily correspondence with in-season coaches to ensure paperwork, physicals, ImPACT tests are obtained for athletes



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24. Set up hotel accommodations for sports teams staying overnight, email confirmation information to coaches
25. Become familiar with Huron School District Accounting system & input requisitions as needed
26. Set up computer systems for all home Cross Country & Track Meets
27. Produce, process requisitions for athletic & fine arts needs
28. Work with athletic trainers to ensure supplies are ordered/maintained
29. Work with retired volunteers to establish dates workers needed for basketball games/tournaments
30. Disseminate freight to appropriate coaches/sports as it arrives
31. Record absences, vacations, sick leave and verify time sheets at end of each month for the Arena custodial personnel
32. Type travel schedules for fall, winter and spring activities and email to all coaches, principals, administrative assistants & Transportations Department
33. Prepare Tiger Roar Calendar with all activities for the following school year
34. Sell activity passes, stadium chairs and senior pictures for Tiger Roar
35. Maintain confidentiality of all information regarding the school, students, parental concerns, coaches and personnel issues
36. Organize, purchase, prepare food for State Tournament Hospitality Rooms; work with Chamber of Commerce for donations
37. Compile information for end of year Athletic Awards Program. Develop power point, handout, scholarship certificates
38. Following each school year, roll student information forward a year for eligibility and enter all 6<sup>th</sup> grade students for the upcoming school year
39. Complete SDHSAA annual state reports by assigned dates; Annual Athletic Eligibility Report, Annual Fine Arts Eligibility Report, Participation Report
40. Complete SDHSAA Academic Achievement Team Award by assigned dates
41. Complete all other general office daily duties
42. Prepare Monthly Walking Calendar for patrons of the District
43. Other duties as assigned

**TERMS OF EMPLOYMENT:** Twelve-month position

**EVALUATION:** the Activities Director will evaluate this position annually.