

## School District of Waupaca

### High/Middle School Co-Curricular Activities Secretary

#### Job Description

#### QUALIFICATIONS:

1. High School Diploma
2. Coursework and/or experience with current technological practices
3. Demonstrate aptitude or competence for assigned responsibilities
4. Good communication skills
5. Microsoft Office, Desktop Publishing experience, rSCHOOL, Skyward, Infinite Campus
6. Individual and group presentation skills
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

#### REPORTS TO:

Activities Director

#### JOB GOAL:

To contribute to the efficient operation of the Co-Curricular Activities and school office so that it can play an effective part in the education process.

#### PERFORMANCE RESPONSIBILITIES:

1. Assistant to the Activities Director
2. Assistant to the Principal – (Identify students, call students down, etc.)
3. Work with rSchool to update the registration for each school year in July
4. Get lockers ready for athletes
5. Create rosters in the Infinite Campus course to create the fee for sport the athlete is in once they are registered in rSchool
6. Verify all athletes are cleared - checkoff every student to verify parent meeting/video, registered online for the sports they are participating in, physicals, concussion test, obligations, and fee (with online paperwork and eligibility and Trainer)
7. Work with student services to determine the eligibility of athletes.

8. Input physicals in Infinite Campus and rSchool
9. Collect money for those participating in Athletics (apply to Infinite Campus and make deposits)
10. Create calendars for practice schedules
11. Create rosters and input them into rSCHOOL
12. Print programs
13. Clean out lockers at the end of each season and switch locks around
14. Label pictures (id all the athletes in the picture) for placing in showcases and end of yearbooks, and the school yearbooks
15. Input scores after each game on end of the of-year report
16. Purchase Orders for High School and Middle School officials, entry fees for non-teacher coaches, and any items needed for our department
17. Schedule buses with transportation companies for all athletic events. High School and Middle School
18. Print awards and get letters ready for recognition nights
19. End of Year report for each sport (scores, outcomes, and awards)
20. Submit information to WIAA for athletic participation
21. Keep track of Entry Fees and contact schools if entry fees have not been paid
22. Input District Calendar on rSchool website
23. Update forms when needed
24. Update all banners and plaques at the end of each school year
25. Keep track of Coaches Years of Service

26. Assist students if they need to come to the office
27. Perform the usual office practices as needed
28. File as needed
29. Report immediately the presence of any visitor that is suspicious or behaving unusual
30. Any extra duties assigned by the Activities Director

#### OTHER FUNCTIONS

1. Promote a positive image of the District at all times
2. Call students down when needed
3. Make announcements when needed
4. Let Custodians know when to lower and raise the flag (for half-staff)
5. Keep track of inventory for pins, bars, letters, and certificates for the Activities Director