



Classified Job Description

CSEA Revised: May 27, 2015

NJUHSD Board Revised: June 10, 2015

CSEA Approved Revision: October 4, 2022

NJUHSD Board Approved Revision: October 5, 2022

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| Position Title: | SCHOOL SITE/ATHLETICS TECHNICIAN |
| Contract Term: | 11 months |
| Salary Range: | 23 |

GENERAL DEFINITION:

Under the direction of the site Principal/Designee, performs a wide variety of clerical and support duties related to athletics programs, facilities, and school business.

UNDER SUPERVISION OF:

Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintains inventory, records, orders and distributes site supplies and stocks merchandise.
2. May perform clerical/retail sales for student body activities or oversee student store activities.
3. Assists with student activities such as special events, dances, sports events, school productions, etc.
4. May assist in set up, maintenance and reconciling of concessions from school and sporting events.
5. Creates/orders awards and necessary programs for all award ceremonies (prepares packets for coaches, orders trophies).
6. Performs clerical work involved in student athletic participation (i.e. sports eligibility lists, physical and medical eligibility, GPA eligibility, database for drug testing of athletes, etc.).
7. Maintains athletic rosters in the student information system.
8. Performs clerical work in support of the Athletic Director; and athletics program (i.e. fielding correspondence for AD, creating athletic calendars, maintains parent driver documentation, providing athletic and activities information to the community through social media, marquee, website, etc.
9. Assists in handling of calls, messages and correspondence for Athletic Directors and coaches.
10. Responsible for facility use organization. Coordinates calendars, collects required insurance forms, prepares facility use reports, and communicates with staff members as needed.
11. Responsible for key or digital key requests, distribution, collection, oversees the key inventory and keeping a digital log of facility keys or digital keys.
12. May be responsible for processing and input of site and Athletics purchase orders.
13. In consultation with the principal's secretary, may support setting bell schedules as needed.
14. May assist with site web page maintenance.
15. May serve as receptionist as needed.
16. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
17. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent and previous secretarial and clerical experience, preferably in school setting.

CERTIFICATES AND LICENSES:

Must possess a valid First Aid Card and CPR Certificate. TB, and criminal justice fingerprint clearance.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:

Knowledge of office skills, office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Proficient in use of word processing, spreadsheets, and database management software. Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.