

**BEMIDJI AREA SCHOOLS  
POSITION JOB DESCRIPTION**

ORIGINATION DATE 1-8-90

LAST REVISION DATE September 2001

BAND & GRADE A-1-3-3

POSITION TITLE Coordinator of Activities Secretary

IMMEDIATE SUPERVISOR Coordinator of Activities

  
SUPERVISOR

  
EMPLOYEE

Job Summary (Basic Purpose of Position)

To provide secretarial services to the Coordinator of Activities that will enable that office to provide support to the co-curricular program.

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D,W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					EVIDENCE EXISTS THAT:
1.00 Perform office duties and serve as secretary to the Activities Coordinator.				KNOWLEDGE: 1. Phone etiquette	
1.01 Communicate effectively with various school publics.	A	5		2. District policies	1.01 Various publics were communicated with appropriately.
1.02 Utilize proper telephone procedures; receive and direct calls and relay appropriate information regarding co-curricular activities.	A3	15		3. Bookkeeping procedures	1.02 All phone procedures were followed to the satisfaction of the Coordinator of Activities.
1.03 Advise students and parents regarding important co-curricular components such as eligibility, trips, physicals, etc.	A	10		SKILLS: 1. Conflict resolution	1.03 Appropriate communication existed between parents, staff and students.
1.04 Set up meetings with appropriate personnel to address questions and concerns.	A	2		2. Record keeping	1.04 All meetings were set up appropriately.
1.05 Monitor student grades for eligibility.	A	2		3. Time management	1.05 Student grades were monitored for eligibility.
1.06 Prepare, type and edit correspondence for the Coordinator of Activities.	A2	2		4. Operate office machines including typewriter, calculator, xerox and computer	1.06 All correspondence was prepared to the satisfaction of the Coordinator of Activities.
1.07 Prepare, sort and distribute mail.	A	2		ABILITY: 1. Communicate effectively	1.07 Mail was distributed properly.
1.08 Organize and maintain files.	A	2		2. Use effective grammar, spelling and punctuation	1.08 All files were maintained.
1.09 Maintain neat and orderly office.	A	2			1.09 Office was organized in a neat and orderly fashion.
1.10 Operate office machines.	A	3			1.10 Office machines were operated correctly.
1.11 Receive, record and deposit money for co-curricular activities.	A	5			1.11 All school district policies regarding the collection and deposit of money were followed.
1.12 Manage the inventory process including preparing requisitions, ordering supplies,	A	5			1.12 The inventory process was followed and keys were accounted for properly.

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<p>assisting in the bidding of equipment and managing the key distribution.</p> <p>1.13 Prepare required records and reports.</p> <p>1.14 Manage all revolving accounts including daily deposits, distributing purchase orders, paying bills, balancing accounts and distributing interest to the accounts.</p> <p>1.15 Arrange for officials.</p> <p>1.16 Secure transportation and hotels for students and coaches.</p> <p>1.17 Maintain the school activity calendar.</p> <p>1.18 Schedule the Nymore arena, gym and pools. (interschool activities)</p> <p>1.19 Rent facilities to publics and coordinate with environmental services.</p> <p>1.20 Provide non-supervisory direction to OJT students.</p> <p>1.21 Prepare contracts for schools, coaches and officials.</p> <p>1.22 Assist the Coordinator with equity issues.</p> <p>1.23 Schedule rental usage of Nymore and High School facilities. Provide support staff for rentals. Record, bill and receive payments for rental of Nymore and High School Interpret school board rental policy.</p> <p>1.24 Other duties as assigned by supervisor.</p>	<p>A</p> <p>A2</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p> <p>A</p>	<p>5</p> <p>10</p> <p>5</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>9</p>			<p>EVIDENCE EXISTS THAT:</p> <p>1.13 Reports and records were properly prepared.</p> <p>1.14 All revolving accounts were managed according to school district rules and regulations and state laws.</p> <p>1.15 Officials were scheduled properly.</p> <p>1.16 Transportation and hotels were scheduled in a timely manner.</p> <p>1.17 The activity calendar was maintained.</p> <p>1.18 All facilities were scheduled according to school district guidelines.</p> <p>1.19 All facilities were rented according to school district guidelines.</p> <p>1.20 OJT students received appropriate training.</p> <p>1.21 All contracts were prepared accurately.</p> <p>1.22 Equity issues were communicated to the Coordinator of Activities.</p> <p>1.23 All events have taken place and payments for these events have been collected in a timely manner.</p> <p>1.24 Other duties as assigned were completed on time and done correctly.</p>