

**BEMIDJI AREA SCHOOLS**  
POSITION JOB DESCRIPTION

ORIGINATION DATE 1-8-1990  
LAST REVISION DATE 9-2001  
BAND & GRADE A-1-3-3

POSITION TITLE Coordinator of Activities Secretary

IMMEDIATE SUPERVISOR Coordinator of Activities

**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.

**SUPERVISOR**

**EMPLOYEE**

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					
<b>1.00 PERFORM OFFICE DUTIES AND SERVICE AS SECRETARY TO THE ACTIVITIES COORDINATOR</b>				<b>Knowledge:</b> 1. Phone etiquette 2. District Policies 3. Bookkeeping procedures	1.01 Various publics were communicated with appropriately. 1.02 All phone procedures were followed to the satisfaction of the Coordinator or Activities.
1.01 Communicate effectively with various school publics.	A	5		<b>Skills:</b> 1. Conflict resolution 2. Record keeping 3. Time management 4. Operate office machines including typewriter, calculator, Xerox and computer  <b>Ability:</b> 1. Communicate effectively 2. Use effective grammar, spelling and punctuation	1.03 Appropriate communication existed between parents, staff and students.
1.02 Utilize proper telephone procedures; receive and direct calls and relay appropriate information regarding co-curricular activities.	A3	15			1.04 All meetings were set up appropriately.
1.03 Advise students and parents regarding important co-curricular components such as eligibility, trips, physicals, etc.	A	10			1.05 Student grades were monitored for eligibility.
1.04 Set up meetings with appropriate personnel to address questions and concerns.	A	2			1.06 All correspondence was prepared to the satisfaction of the Coordinator of Activities.
1.05 Monitor student grades for eligibility.	A	2			1.07 Main was distributed properly.
1.06 Prepare, type and edit correspondence for the Coordinator of Activities.	A2	2			1.08 All files were maintained.
1.07 Prepare, sort and distribute mail.	A	2			1.09 Office was organized in a neat and orderly fashion.
1.08 Organize and maintain files.	A	2			1.10 Office machines were operated correctly.
1.09 Maintain neat and orderly office.	A	3			1.11 All school district policies regarding the collection and deposit of money were followed.
1.10 Operate office machines.	A	5			1.12 The inventory process was followed and keys were accounted for properly.
1.11 Receive, record and deposit money for co-curricular activities.	A	5			
1.12 Manage the inventory process including preparing requisitions, ordering supplies, assisting in the bidding of equipment and managing the key distribution.	A	5			

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