



West Irondequoit Central School District

321 LIST AVE.
ROCHESTER, NEW YORK 14617
Telephone: (585) 342-5500
www.westirondequoit.org

POSITION VACANCY

POSTING DATE – **November 2, 2009**

POSITION:

Secretary to the Athletic Director

7.5 hours per day/12 month

7:30 a.m. to 4:00 p.m.

ASSIGNMENT:

Irondequoit High School

260 Cooper Road

Rochester, NY 14617

REQUIREMENTS:

Performs a wide variety of clerical duties in the office of the Director of Athletics. Work requires knowledge of school methods and procedures and requires judgment and initiative in order to effectively handle the wide variety of situations, which arise daily. (Refer to attached

Job description.)

QUALIFICATIONS:

Eligible for Monroe County Civil Service Clerk III with Typing (**Must be on the current list or hold title.**)

SALARY:

Salary Range \$9.20 to \$15.06 (IESA Schedule B)

STARTING DATE:

Monday, January 25, 2010

APPLICATION PROCEDURE:

Submit a letter of interest and application to arrive no later than **Friday, November 13, 2009** to:

Jennifer S. Lisak

Executive Director of Personnel

321 List Avenue

Rochester, NY 14617

Applications may be obtained by writing or calling:

Business Office

West Irondequoit Central School District

321 List Avenue

West Irondequoit Central School District

JOB DESCRIPTION

SECRETARY TO THE ATHLETIC DIRECTOR IRONDEQUOIT HIGH SCHOOL

Job Summary:

Performs a wide variety of clerical duties in the office of the Director of Athletics. Work requires knowledge of school methods and procedures and requires judgment and initiative in order to effectively handle the wide variety of situation, which arise daily.

Job Duties:

1. Maintains Citrix Program daily for all home and away team games – confirming with all coaches for their home and away games and confirming with schools we are playing.
2. Reschedule all postponed games due to inclement weather, field or gym availability, etc.
3. Calculate and submit all information for the Scholar/Athlete Team Award Program.
4. Set-up and distribute all information to coaches for each athlete for Team Pictures during fall, winter and spring.
5. Prepare all materials for Parent/Coach mtgs. and distribute. Prepare for the Monroe County Coaches Mtg. held at Irondequoit High School.
6. Prepare and maintain supervision schedule for all home games.
7. Set-up all games hosted at Irondequoit's Stadium field.
8. Arrange transportation for all away athletic events, reviewing daily for changes or cancellations - then contacting those involved; schools, coaches, assigners, Laidlaw, grounds people, supervisors, etc.
9. Receives and obtains approval for vouchers from officials and supervisors of athletic events; then inputs all information on Munis for accounts payable.
10. Receives invoices for transportation of athletic events, cross check with bus schedule - then submits for payment (exact records must be kept to prevent paying for a bus if event was cancelled or if there was a problem with a bus run).
11. Maintain daily hot line.
12. Run around sheets for students – distribute and collect.
13. Confirming all home games for officials & informing reassigner of any changes or cancellations of games.
14. Schedules appointments and meetings for Director of Athletics and maintains calendar.

15. Collects incoming mail and distributes outgoing mail.
16. Maintains office files.
17. Types and distributes letters, memos, schedules etc.
18. Prepares all purchase orders for Varsity, JV & Modified coaches for teams' equipment/supplies and does purchase orders for all Physical Education teachers in West Irondequoit School District.
19. Keeps lines of communication open among other administrators, teachers, coaches, students, and parents.
20. Distributes letters, certificates, and awards to JV and Varsity coaches for students.
21. Reviews activities daily and plans accordingly in order to assist and support the director.
22. In the absence of the director, handles problems, requests, and questions from coaches. Also makes decisions, in the absence of director, regarding cancellations of athletic events.
23. Does purchase orders for all bid forms.
24. Receives and answers telephone inquiries and relays messages for the Director.

Skills and Qualifications:

Per Civil Service – Clerk III with typing:

Full performance knowledge, skills, abilities and personal characteristics: Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of business arithmetic; good knowledge of grammar and punctuation; good knowledge of the techniques involved in record keeping; skill in typing at 35 words per minute; skill in using a PC and a computer terminal; ability to utilize word processing data base and spreadsheet programs; ability to maintain a filing system; ability to work with forms; ability to prepare and type written communications, arithmetic and standardized reports; ability to operate such office machines as the electronic work station, telephone, typewriter, FAX machine, adding machine, calculator and photo copier; ability to acquire familiarity with departmental organization, laws, policies and regulations; ability to understand and carry out relatively complex oral and written instructions; ability to express oneself clearly; ability to deal with the public; resourcefulness; initiative; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

Revised: November 2005

Job Description: Secretary to the Director of Athletics – 12 month