

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Athletic Department Secretary

---

**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy – Classified Clerical  
**LOCATION:** Plymouth High School  
**REPORTS TO:** Athletic Director  
**LENGTH OF WORK:** 7 ½ hours / day – 215 days / year

---

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Type all letters pertaining to athletes.
2. Help coaches with handbook, typing, college requests, etc.
3. Help set up team & individual pictures (McDonald's Studio).
4. Type all contracts for at least 18 sports, consisting of approximately 30 teams.
5. Type and send out all officials' contracts and athletic contracts.
6. Check and keep on file all physical forms, Code of Conduct cards and Medical Emergency forms.
7. Keep records of all monies going in and out of Athletics including Accounts Payable and Receivable.
8. Supply IHSAA with certification of parents and physicians forms on file.
9. Keep up-to-date rosters of each sport and send to other schools rosters and other information that may be requested.
10. Entry blanks for various tournaments, entry forms to IHSAA for all state tournaments (sectional, regional, semi-state, state).
11. Check eligibility on all athletes each six weeks and at the beginning of the sport date.
12. Schedule buses and does paperwork for all away events.
13. Presale of tickets for all varsity football and basketball games; selling of season tickets for football and basketball.
14. Send ticket information and other needed game information to each school played.
15. Handle numerous phone calls (reception area).
16. Make programs for almost all sports but varsity football and basketball. Help secure information that goes into football and basketball programs.
17. Type and send out news releases (public relations).

18. Typing of maintenance requests.
19. When hosting events such as NLC swim meet or sectional track meet or sectional baseball with seeding, type this information and other paperwork.
20. Type IHSAA reports.
21. Type certificates for awards programs. Keep file on each athlete of awards received and letters earned.
22. Complete insurance forms for athletes.
23. In conjunction with Athletic Director:
  - a. Officials, hiring and paying
  - b. Budget requests (every 3 months) and records
  - c. Scheduling of events and use of facilities
  - d. Secure workers for all home events and volunteers for other things hosted and paying all workers
  - e. Make sure things are set up for home events.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function 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 general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of school employees or parents.

**MATHEMATICAL SKILL:**

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 and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Must be proficient in the use of computers for various office applications. Ability to type accurately at a minimum speed of 50 words per minute. Employee should also be able to use the machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work, i.e., adding machine, duplicating machine, copy machine, calculator, sorting machines, tools, charts, forms, ledgers, schedules, text books. Employee must maintain a positive relationship with other staff, parents, and students.

**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 talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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.

**TERMS OF EMPLOYMENT:**

215 days per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.

*Revised 12/8/00*