

## Job Description

**Job Title:** Student Athletics Specialist

**Supervisor:** Program Administrator for Youth Development

**Pay Grade:** 29

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing administrative and secretarial support, is responsible for the daily operation of the department, and for serving as secretary to the assigned administrator(s). The employee frequently has contacts with top-level officials of the school system and handles difficult, complex, and confidential matters within the field. The employee implements work procedures; ensures that adequate staff is available; determines materials and equipment to be used; inspects facilities; and takes steps to correct and improve office functions.

### Essential Duties

1. Performs a variety of administrative and/or secretarial support activities for supervisor and assigned staff such as composing replies to correspondence, responding to inquiries from a variety of sources, summarizing reports and information for supervisor's and investigation; evaluates and resolves problems within scope of position; screens phone calls and visitors, directing to appropriate staff or department when necessary; provides information requiring comprehensive knowledge and may interpret department work procedure and operations; prepares correspondence, reports or other documents from rough draft, notes, or tapes.
2. Develops, maintains and tracks budgets for the department; monitors expenditures and performs simple analysis on accounts, prepares both special and recurring reports for supervisor or assigned staff; maintains records on eligibility and payments of all VHSL supplements; inventories and recommends purchase of athletic equipment, uniforms and supplies.
3. Plans and arranges conferences or meetings under general instructions from supervisor or assigned staff; communicates arrangements to appropriate individuals; serves as liaison to employees, customers, outside agencies and the public concerning departmental information or complaints.
4. Assists in the development of appropriate written guides and materials for all phases of the VHSL program
5. Serves as the secondary information source for principals, coaches, activities and athletic directors and general public on all VHSL matters and interpretation of VHSL rules and regulations; Assist supervisor in the development and publication of coaches' handbooks; maintains records of all student athlete waivers;
6. Assist in the development and distribution of the master schedule for the use of Todd Stadium; assists in coordination of athletic tournaments sponsored by the school division and the VHSL; attends events held at Todd Stadium in the absence of the Program Administrator for Youth Development; Oversees the stadium concession stands and all associated financial accountability; and maintains financial records for all athletic events at the stadium. Assist in the upkeep of Todd Stadium and the Driver Education range.
7. Maintains records of all students enrolled in the NNPS Behind the Wheel Driver's Education Program; prepares and issues temporary licenses to all students successfully completing the program; and prepares the yearly Dept. of Education driver's education report.
8. Coordinates with the Purchasing Department to procure high quality goods for the athletic department.
9. Develops schedules and team brackets for the school's athletic playoffs.
10. Models non-discriminatory practices in activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of high school and preferably business school training or completion of two years of college, or any equivalent combination of experience and training. Must possess knowledge of executive level support service management and be able to work under minimal supervision. Knowledge of VHSL Regulations, Title IX and its applicability to public school athletics, awareness and understanding of national, state, and local initiatives concerning athletics. Ability to establish and maintain effective working relationships with school administrators, coaches, athletic directors, parents, students, and general public. Skilled in all facets of administrative support functions and activities, including technical, bookkeeping, and good public relations. Considerable judgment and tact are required in handling the many diverse problems that occur as improper action might have serious public relations implications. Working knowledge of organization and operation of a public school division athletic and driver education program. Must have ability to exercise professional decorum. Must possess excellent typing and strong editing skills, including punctuation, grammar, and spelling. Must possess excellent organizational skills and the ability to handle details accurately. Ability to work effectively and maintain composure under pressure of short deadlines. Ability to complete routine memos and letters from general instructions. Proficient in filing and documentation management, both electronic and paper-based. Ability to take accurate detailed notes while in meetings and transcribe to electronic formats. Proficient computer skills and skilled in the use of MS Office Suite.

### **Working Conditions & Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

### **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. Duties are normally performed in an office environment. While performing the duties of this job, the employee is occasionally required to attend both regular and unscheduled meetings and events, some of which take place outside of regular working hours.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator for Youth Development

***This job description in no way states or implies that these are the only duties to be performed by this employee. The essential duties are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The Student Athletics Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.***

### **Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date