

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: High School Athletic Office Secretary

QUALIFICATIONS:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 35 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of at least *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

REPORTS TO: Principal and/or Athletic Director

JOB GOALS: To contribute to the efficient operation of the school district by performing office duties related to the athletic program.

PERFORMANCE RESPONSIBILITIES:

1. Answers telephone, takes messages, and provides requested information.
2. Maintains student records related to athletics (i.e., academic eligibility, physical examinations, etc.).
3. Makes telephone, personal, and mail contacts with parent/guardian, students, and general public.
4. Provides the coaching staff with necessary student information.
5. Performs general typing and copying services.
6. Performs general first-line maintenance on office machines.
7. Receives and sorts U.S. and interschool mail.
8. Orders supplies as needed for office, staff, etc.
9. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By Principal or his/her designee, with input from the Athletic Director in accordance with the contractual agreement.

Effective 11-13-98

Title Change: 7-1-00

Qualifications Revised: 9-20-16