

River Bend Community Unit School District #2

Where Everybody is Somebody



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PLEASE POST

POSITION AVAILABLE

FULTON HIGH SCHOOL

ATHLETIC/GUIDANCE SECRETARY
(8 Hours per day – Job Description Attached)

APPLY TO:

MR. PATRICK HENREKIN
ASSISTANT PRINCIPAL/AD

DEADLINE
APRIL 6, 2021

cc: Craig Hafner
Patrick Henrekin

03/22/2021

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Job Description

Title:	Athletic Director/Guidance Secretary
Qualifications:	<ol style="list-style-type: none">1. High School Diploma2. Proficiency with technology3. Ability to learn to use necessary computer software applications4. Working knowledge of office procedures and skills5. Excellent interpersonal skills
Reports to:	Assistant Principal/Athletic Director
Job Goal:	To assist the guidance counselor in working with students to take full advantage of the educational opportunities offered by the school and to establish reasonable occupational and life plans, and to assist the athletic director in planning school athletic events.

Performance Responsibilities: The athletic director/Guidance secretary will:

1. Perform the usual office routines and practices associated with a busy yet productive smoothly run office.
2. Place and receive telephone calls and record messages.
3. Welcome visitors and arrange for their comfort and deal with the staff and public in a positive manner.
4. Handle stressful situations in a calm manner.
5. Perform bookkeeping tasks that may be associated with the position.
6. Serve students who enter the office or phone for assistance.
7. Become familiar with the counseling services available to students and with the role and function of the guidance counselor.
8. Maintain guidance department records and protect the confidentiality of these records.
9. Assist with transcript requests to colleges and employers and maintain the permanent record.
10. Assist the guidance counselor with the registration and orientation of new students.
11. Maintain occupational and college information files.
12. Assist the guidance counselor in planning college visits for students.
13. Prepare and maintain a list of school or community activities in which students are eligible for participation.
14. Assist the guidance counselor with the testing program.
15. Obtains and disseminates occupational and college information to students.
16. Obtain, gather, organize pertinent data as needed and put it into useable form.
17. Works at the request of the supervisor with students with special problems.
18. Know where to find college requirement information in a variety of fields.
19. Assist counselor with student scheduling.
20. Assist counselor with the organization and dissemination of student 504 plans.
21. Help organize and coordinate college placement testing for students.
22. Keep all gate boxes with specified amount of money in each. Currently, there are 4 gate boxes.
23. Make sure all gate boxes have senior citizen passes and adult passes available for purchase at games.
24. On game days, make sure each gate box being used that day, has a "counting sheet" corresponding to tickets sold at that contest as required by River Bend auditors. The individual working the gate for that contest will use the counting sheet to determine what money was taken in for that contest.
25. Count gate box money to assure it agrees with the count from the ticket taker.
26. Record deposit for Athletic Department records, complete a deposit ticket, and take deposit to the bank.
27. Responsible for payment of all officials for all sports.
28. Responsible for reminders to all officials sent 2 weeks in advance of contest officials are assigned to.
29. Responsible for proof reading and typing of all rosters throughout the year. Keeping rosters on file.
30. Providing rosters to all Three Rivers Athletic Conference (TRAC) schools and any other school or person who may request a roster. This could include radio stations and newspapers.
31. Compose "checklist" of forms (see below) for all coaches – all levels, each season (Fall, Winter, Spring sports) (Fresh, Soph, Varsity) (includes Cheerleaders).

32. Responsible for collection from each athlete/cheerleader/activities participant of required forms. Forms are required by River Bend School District and/or the Illinois High School Association (IHSA). Such forms include but are not limited to:
 - 1) Physical – Athlete & Cheerleaders
 - 2) Random Drug Testing Form (River Bend) – Athletes, Cheerleaders and all activity participants.
 - 3) Activities Behavior Code (River Bend) - Athletes, Cheerleaders and all activity participants.
 - 4) Performance Enhancing Drug Consent Form (IHSA) This form currently applies only to athletes.
 - 5) Activity fee – Athletes, Cheerleaders, Thespians, Jazz Choir & Jazz Band.
33. Responsible for proofreading and distribution of all media releases related to the Athletic Department.
34. Responsible for all entry fees required for any tournament entered by a FHS team.
35. Responsible for pass gate lists for any tournament entered by a FHS team.
36. Responsible for keeping inventory and ordering all awards such as chevrons, pins and chenille F's and certificates.
37. Keep a file of all game contracts. Boys and Girls contracts are filed separately. Available to A.D.
38. Compile a "participation" file for BOE for activities fee evaluation.
39. Other duties as assigned.

TERMS OF EMPLOYMENT:

Employed on a regular daily basis with additional days subject to the request of the building principal.

EVALUATION:

Performance of this job will be evaluated annually by the assistant principal in accordance with provisions of the Board's policy on evaluation of support services.