

NAME:

TITLE: Activities Director Secretary

- QUALIFICATIONS:**
1. High school diploma or equivalent.
 2. Ability to communicate effectively with a variety of people.
 3. Ability to type accurately at a rate of 60 wpm.
 4. Working knowledge of computers.
 5. Strong mathematics or accounting background.
 6. Working knowledge of athletic and activity programs.
 7. Experience equivalent to two years at the secretarial level.
 8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Associate Principal/Activities Director

JOB GOAL: To provide varied and responsible secretarial and administrative support to assure the smooth and efficient operation of the activities office so that the office's maximum positive impact on the educational process is realized.

TERMS OF EMPLOYMENT: Twelve month year. Days and hours to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

PERFORMANCE RESPONSIBILITIES:

<i>Meets</i> <u>Expectations</u>	<i>Needs</i> <u>Emphasis</u>	
_____	_____	1. Acts as liaison with the public.
_____	_____	2. Assists in coordinating and monitoring the master calendar for all school activities.
_____	_____	3. Maintains records on eligibility and awards for all students who participate in activities programs grades 7-12.
_____	_____	4. Prepares programs for games, tournaments, and other activity functions.
_____	_____	5. Prepares monthly transportation request schedule.
_____	_____	6. Works with Booster Club to help promote Lewis Central activities.
_____	_____	7. Works with Buildings and Grounds Department to coordinate facilities usage.
_____	_____	8. Assists with the finance office functions.
_____	_____	9. Coordinates arrangements for event workers.
_____	_____	10. Performs other duties and responsibilities as the associate principal/activities director may assign.

Meets
Expectations

Needs
Emphasis

Attendance

Punctuality

Dependability

Relationship with Other Personnel

Relationship with Students/Public

Quality of Work

Cooperation

Work Habits (Neatness, Speed, Etc.)

School Ethics (Confidentiality, Loyalty)

Other _____

EVALUATION SUMMARY

I believe that this employee's major strong points are:

- 1. _____

- 2. _____

- 3. _____

I believe that the following areas need improvement:

- 1. _____

- 2. _____

- 3. _____

I have read this evaluation and have had a conference with the evaluator. Yes No

I agree with the evaluator. Yes No

If no, with what specific statement(s) do you disagree?

Signature of Evaluator _____ Date: _____

Signature of Employee: _____ Date: _____