

# Athletics - Administrative Specialist

## QUALIFICATIONS

### **Education/Certification:**

Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

### **Special Knowledge/Skills:**

- Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Must maintain strong attention to detail.
- Demonstrated ability to exercise independent judgement, prioritize tasks and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Must be team oriented with excellent interpersonal and communication skills.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.

### **Experience:**

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

## REPORTS TO:

Athletic Administrator

## JOB GOAL:

To assist the Athletic Administrator with tasks necessary for the efficient operation of the athletic office and school.

## PERFORMANCE RESPONSIBILITIES:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into the school building.
- Provides administrative support to the Athletic Administrator.

- Managing the daily operations of athletic events ie; schedules, transportation, assignor's, official's, coaches, student athletes.
- Building, maintaining, and updating the online scheduling software - SchoolToday (RST)
- Entering all high school and middle school schedules into RST.
- Communications and maintenance of records concerning details of all athletic events.
- Scheduling of timers, scorekeepers and announcers for all home contests and maintaining records regarding that schedule.
- Calculating and processing the payment for all home game workers at the end of each season (sent to the Business Office for payment)
- Coordinating, calculating and scheduling transportation with the Transportation Dept. for all offsite events and/or practices.
- Communicating and coordinating events with the Facilities Dept. for indoor and outdoor events.
- Communicating and coordinating with the Public Works Dept. for outdoor events (mowing, prepping and lining of fields etc.).
- Communicating and coordinating with Assignors for each sport: submitting schedules etc.
- Confirming and ensuring each home event has "officials" on a daily basis.
- Understanding and utilizing the "Arbiter" site, printing "officials" payment vouchers as well as processing payment vouchers via "Arbiter Pay"
- Entering, updating and submitting the requested and required information into the MPA site as well as using "Jot Forms".
- Preparing and updating rosters of all sports teams.
- Communicating with new coaches re: background checks, fingerprinting and MPA requirements as well as keeping track of renewal dates etc.
- Communicating with and coordinating with the Business Office:
  - Onboarding new coaches - required paperwork (with HR)
  - Coaching staff lists for each season (shared spreadsheet)
  - Coaching staff payroll (Payroll Specialist)
  - Stipend amounts (Payroll Specialist)
  - Booster funded coaching staff - acquiring funds from each booster group
- Manage, maintain, update & print end of season certificates and WMC certificates for each team
- Assists in the backup of the Main Office when needed
- Maintain Office Equipment
- Performs other duties as assigned by the Athletic Administrator.

## **EQUIPMENT USED:**

Computer, printer, calculator, telephone, copy machine, fax and other pieces of general office equipment.

## **WORKING CONDITIONS:**

### **Mental Demands:**

Calculating, comparing, editing, problem solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, presenting

### **Physical Demands:**

Sitting, standing, climbing stairs, adjusting, connecting, lifting (to 25 lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

### **Environmental Conditions:**

Inside, working around moving objects, working alone

## **TERMS OF EMPLOYMENT:**

Salary and work year in accordance with negotiated collective bargaining agreement.

## **EVALUATION:**

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The Athletic Administrator will perform the evaluation.

### **NOTE:**

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

## **School Board Approved:**

March 13, 2007

## **Revised:**

May 13, 2025