

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.29**

**Position Title:** Administrative Secretary - Activities

**Reports To:** Designated Administrator

**SUMMARY**

Assists management level administrators in the performance of general District responsibilities.

**QUALIFICATIONS/REQUIREMENTS**

The Administrative Secretary shall have earned a high school diploma or its equivalent; possess a high level of competence in secretarial skills, a working knowledge of personal computer operations and word processing software packages, and display a high degree of independent initiative.

**ESSENTIAL JOB DUTIES**

- Performs necessary functions unique to the position for which employed.
- Demonstrates initiative and independent judgment in establishing professional office routines.
- Demonstrates proficiency in utilizing word processing, spreadsheets, database management.
- Types and proofreads correspondence, forms, and notices.
- Organizes and maintains appropriate filing systems.
- Assumes responsibility for a wide variety of management tasks associated with office operations.
- Acts as a receptionist in answering telephone and greeting visitors.
- Arranges appointments and screens visitors to the office.
- Enters pertinent student/athletic information in computer, updates data files.
- Arranges transportation, officials, workers, and verifies each, as needed.
- Maintains records related to required physicals for all athletes.
- Create & maintain team rosters and collect opposing team rosters for each event. Sends roster to other schools for away events.
- Generates programs for home events.
- Prepares materials for pre-season coaches meetings.
- Prepare/process travel forms and purchase orders related to the Activities office.
- Assist with completion of and recording of all facility usage forms.
- Maintains events calendar.
- Assists with Senior Night, end-of season awards events, parent meetings, awards, accident reports, clubs, summer camps, cash reconciliation, student lettering, notification of change of scheduled events, and any special functions.
- Maintains confidential nature of all school related matters.
- Completes periodic training, as necessary.

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**OTHER DUTIES AND RESPONSIBILITIES**

Completes secretarial tasks assigned by the designated administrator. Performs other duties as assigned by the designated administrator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with current pay plan and District Policy.

**EVALUATION**

Performance in this job will be evaluated in accordance with provisions of District Policy on evaluation of support services personnel.