

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Student Activities Spec. III - Athletics and Activities	FLSA:	Non-Exempt
Department/Site:	Athletics/Activities	Salary Grade:	13
Reports to/Evaluated by:	Department Director	Salary Schedule:	Classified

SUMMARY

Under general supervision provides complex and responsible clerical and support services to the Athletics or Activities Departments. Tasks include office support and other assignments typically associated with the running of a school office. Duties may include routine registration, attendance, health services assistance and other essential school functions related to student procedures and activities.

DISTINGUISHING CAREER FEATURES

The Student Activities Specialist II is part of the second skill level in a Student Activities Specialist career path. Level II requires the ability to carry out a variety of office tasks independently and thorough knowledge of modern office practices in a school setting. Advancement to level III is possible in Attendance, Registration or Athletics at a high school. These positions require additional experience and specialized knowledge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs the full range of duties assigned to the Student Activities Specialist II. Level of duties and/or performance may be more complex and demanding. All duties are in support of either the School Athletics or Activities programs.
- Provides general daily assistance and support to program managers, coaches and department staff with routine clerical and office duties.
- Answers high volume of telephone calls and general inquiries about program activities, policies, procedures, schedules and eligibility.
- Oversees department and individual sport budgets. Processes expenditures, prepares or reviews requisitions, makes deposits, performs billing duties (for as many as 21 teams in Athletics Dept.).
- Verifies student eligibility for athletic programs. Includes grades, units, health exams, and insurance.
- Oversees development of schedules of events - athletic or activities. Develops monthly and seasonal calendars, routes to appropriate groups or individuals.
- Assists student clubs or groups with organization, set-up and running of special activities. Coordinates athletic fund raising and other income generating events.
- Maintains and orders inventory items. Schedules repairs of equipment.
- May supervise student assistants and/or general office staff.

- Assist other staff with understanding policies and procedures of assigned area and use of applicable services. May receive, collect, and count funds, forwarding them to appropriate account clerk.
- Maintain confidentiality of school records.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Knowledge of District calendars, matriculation and registration policies, procedures steps, and processes. Requires a working knowledge of applicable Education codes. Requires in-depth knowledge of the student registration process, origination and compilation of cumulative student records, and the course/activity schedules of the school. Requires well-developed writing skills to prepare professional correspondence and reports.

Abilities: Ability to maintain a complex set of records and reports consistent with defined requirements. Requires skill at organizing and developing controls for the security of large volumes of alpha and numeric student data. Requires well-developed human relations skills to convey school performance, programs, policies, and procedures to new students and parents. Must maintain confidentiality of student records and information. Must be able to perform all of the clerical and record keeping duties of the position including operation of computer software programs. Duties are normally office support and administrative in nature, requiring exercise of some judgment and discretion to accomplish work assignments.

Physical Abilities: Requires sufficient arm, hand, finger dexterity to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Working Conditions: Work is normally performed in an office setting with minimal exposure to health or safety hazards.

Education and Experience: High School Diploma, or G.E.D. Certificate; supplemented by three (3) years of general clerical experience requiring frequent public contact with at least one year in a school setting. Any equivalent combination of education, training and experience.

Credential Requirements May require valid Driver's License. May require CPR and/or First Aid Certification.