



Office of Talent

TITLE: Administrative Support Specialist-2 Coordinator of Activities, General Education (Associate Director of Activities)

DEPARTMENT: Office of Activities

REPORTS TO: Director of Student Engagement and Leadership

RECEIVES GUIDANCE FROM: Senior Leadership Team

BASIC FUNCTION (BF1): To provide operations management and leadership to the Office of Activities. Provide project and event leadership and management for all areas within the Activities Office. This position is responsible for the daily operations of the Office of Activities as well as related clerical and administrative support duties.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of "Regardless of who you are or what your story is, you can learn and be loved here."
2. Exhibits essential dispositions and ownership of the district vision of "Creating compassionate competent problem solvers."
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-17):

Demonstrated Experience or Willingness to Acquire Skills

1. Coordinates and responsible for all event leadership, planning, execution, and management. This includes games, contests, concerts, and performances
2. Responsible for and leads in the daily operations of the activity office
3. Provides direct administrative support to the Director of Student Engagement and Leadership
4. Leads on all project based duties as assigned
5. Responsible for areas such as scheduling, auxiliary staffing, officials, and event transportation
6. Responsible for effective tactical communication with all activities staff
7. Responsible for scheduling of facilities and effective communication with impacted stakeholders
8. Leads in the area of communication with all policy and regulations from all state activity associations and unions
9. Leads in the area of advising and briefing the Senior Leadership team on issues of importance
10. Provides support and assistance in collaboration with auxiliary booster and support clubs
11. Responsible for all compliance documentation as required by policy and law
12. Provides clerical and administrative support as assigned

13. Problem solves and troubleshoots issues as needed
14. Provides on-call support to all areas of the Office of Activities as needed
15. Assists with organizational management and office work as needed and necessary for the essential and effective operation of the office
16. Assists with answering telephones, messages, and directing calls
17. Assists with distributing and providing needed materials and support to campus staff as needed and necessary
18. Delegate and distribute duties as needed and necessary
19. All other duties as assigned

ABILITIES (A1):

This position will require physical demands that include constant sitting, manual dexterity, reaching/pushing/pulling, lifting up to 25 pounds, carrying 35 feet, working inside, and extremes in temperature/humidity. There will be frequent walking, climbing/stairs and bending/stooping. There will be occasional driving, and reaching/pushing/pulling.

KNOWLEDGE AND EDUCATION (KE1-2 and KED1-3):

Required:

1. High School Diploma or GED preferred
2. National Career Readiness Certificate (NCRC)
3. Meet requirements for trainings/screenings and professional learnings set by the district and State of Iowa
4. Meet or exceed pre-employment evaluation

Desired:

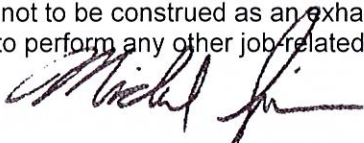
1. Advanced degrees in athletic administration or other related fields
2. Experience in a clerical/administrative assignment
3. Experience working with children/students

POSITION INVENTORY: N/A

FLSA STATUS: Non-Exempt

FT/PT: FT 260 Day

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



_____ * Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date Last Reviewed: 11-5-20

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein