



2400 MASON EAGLES DR.
ERIE, MI 48133
ERIEMASON.K12.MI.US

POSITION POSTING

Posting Date: September 14, 2021
Position: Secretary to Transportation/Facilities/Athletics
Location: Mason Consolidated Schools
Reports to: Supervisor of Transportation/Facilities/Athletic Director
Terms of Employment: 240 days a year/8 hours per day
8:00 am – 4:30 pm
Wages: Based on rates established in Collective Bargaining Agreement
Apply in writing by: September 28, 2021 4:00 p.m.

MINIMUM QUALIFICATIONS:

- Associates Degree
- Successful completion of pre-employment testing
- Excellent oral and written communication skills
- Excellent Organizational Skills
- Knowledge and experience with Microsoft Office Products
- Ability to Handle Multiple Projects and Prioritize Tasks
- Self-motivated and disciplined
- Ability to maintain confidentiality and to work well with people
- Excellent customer service skills

RESPONSIBILITIES

- See attached job description for list of responsibilities

Criminal History: All Employees of the Mason Consolidated School District are fingerprinted for a Michigan and FBI criminal history check. The processing fee of \$43.25 is the responsibility of the employee.

Method of Application: Internal Candidates: Letter of interest
External Candidates: Resume, district application (available at <https://eriamason.k12.mi.us/employment-opportunities>), letters of recommendation, copies of certification(s), transcripts

Send information to: Beth Sherman, HR Specialist/Administrative Assistant
Mason Consolidated Schools
2400 Mason Eagles Drive
Erie, MI 48133
Humanresources@eriamason.k12.mi.us

**MASON CONSOLIDATED SCHOOLS
JOB DESCRIPTION**

TITLE: Secretary to Transportation / Facilities / Athletics

REPORTS TO: Supervisor of Transportation / Facilities / Athletic Director

TERMS OF EMPLOYMENT: 240 paid days per year / 8 hours per day

WAGES: Contractual

EDUCATION REQUIREMENT: Associate degree
Successful completion of pre-employment testing

GENERAL PERFORMANCE RESPONSIBILITIES:

High School Office

- Help out with traffic at HS office counter to improve public relations with parents, staff, students and community members
- Answer phones including other secretary's phone when she is not at her desk and route appropriately
- Help out with students signing in and out.
- Write bus passes for students
- Assists with medications
- Covers office during office staff lunch

Athletics

- Create spreadsheet of all athletic events: Detail dates, opponent, locations, time, officials, ticket takers, and contracts
- Confirm transportation schedule with the proper authorities to secure team transportation
- Double check bus requests, times, and schedule drivers
- Supply directions to away contests for the district's website
- Process requisitions, purchase orders as well as check requests ensuring that all items get paid
- Keep records for all athletic related internal accounts
- Assist coaches/parents/students/administrators/teachers with emergency communications
- Prepare all correspondence for Athletic Director and Supervisor of Transportation / Facilities
- Keep all rosters/eligibility lists up-to-date and on file and effectively organized
- Collect, organize and check off athletic physicals, insurance waivers, and pay to participate
- Prepare ticket and pay to play reconciliation report
- Keep up-to-date records as assigned by the athletic director (i.e. blood borne pathogens, fingerprinting)
- Plan/assist in sports banquets - prepare programs and buildings use forms, etc.
- Collect, organize and check off pay to participate for each athlete. Communicate with AD on athletes who do not have the appropriate paperwork turned in – physicals, pay to play, etc.

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- Record and deposit cash brought into the school district by the athletic department (i.e. fundraisers, concessions, pay to participate fees). (Double check gate receipts and summary sheets and send money over to business office following school policy)
- Prepare awards for the athletic assembly
- Process requisitions / purchase orders / invoices
- Communicate with business office on official's payments
- Schedule, organize and track ticket takers for each home event. Call ticket takers and officials the week before each game to remind them to work as needed
- Maintain and regularly update athletic department social media pages
- Run eligibility reports and provide to athletic director weekly
- Other duties as assigned by the Athletic Director

Transportation / Facilities

- Maintain bus drivers and maintenance payroll records to be turned in to the business office
- Assist in bus routing
- Type all purchase orders for ordering of parts and materials for the bus garage
- Prepare weekly field trip for bidding the next week for bus drivers
- Type all purchase orders for ordering of parts and materials for the bus garage
- Make phone calls to sub bus drivers to replace regular drivers as needed
- Maintain radio communications with bus drivers and call parents during bus runs as needed
- Calls and schedules vendors
- Organizes for rental of facilities
- Maintain and update all records for bus drivers and files as needed
- Notify the Athletic Director and Supervisor of Transportation / Facilities of any cancellations in district and out of district.
- Type all purchase orders for ordering of parts and supplies for maintenance and transportation
- Process requisitions / purchase orders / invoices
- Maintain SchoolDude
- Call in or fax to vendors a list of supplies that need to be ordered
- Maintain all receipts of bills and delivery slips that need to be paid and give to the business office
- Other duties as assigned by the Supervisor of Transportation / Facilities