

**Killeen Independent School District
Job Description**

Job Title: Athletics Technician
Department: Athletics Department
Reports To: Director for Athletics
FLSA Status: Non-exempt, 226 days

SUMMARY

Provides clerical and administrative support to the Director for Athletics and the District Athletics Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Coordinates and manages all athletics correspondence/reports.
- Prepares, processes, and submits all purchase orders, DPR's, green sheets, work orders, bus requisitions, and deposits (meals, hotels, entry fees, officials, doctors, hospitals, clinics, equipment, and supplies).
- Prepares and submits Professional Leave Requests and reimbursements for the district coaching staff.
- Prepares, submits, and maintains financial budget for Athletics.
- Prepares and distributes athletic passes for coaches and appropriate staff.
- Prepares and submits Capital Outlay request for Athletics.
- Prepares and submits Supplemental Pay Time Cards for all sports events worked.
- Prepares and mails football contracts for four high schools.
- Prepares game reports for all sports for four high schools and play-off games for other districts using our facilities. (Bill other schools if applicable).
- Sells family passes for middle school sports (football, volleyball, and basketball).
- Obtains schedules for all sports and copies, faxes, mails, and/or gives to public and inter-campuses.
- Maintains a computer database and files for all athletics reports (6-9 weeks eligibility, UIL eligibility, ethnic, participation, previous participation forms, game reports, etc.).
- Maintains Athletic Director's calendar.
- Responds to and handles calls, visitors, and inquiries.
- Arranges and prepares athletics in-service for all coaches.
- Arranges and validates CPR training for coaches with trainers.
- Performs other duties as assigned by the Director for Athletics.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High School Diploma or GED; five years experience in a related field.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Prepared By: John Paradice, Auxiliary Personnel Specialist

Prepared Date: November 6, 2001

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.