

**TIFFIN CITY BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Secretary to Director of Athletics and Activities

Reports to: Director of Athletics and Activities

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: The position shall have responsibility for assisting the Director of Athletics and Activities and Assistant Athletic Director in the over-all management of the Tiffin City School District Interscholastic Athletic Program. The position shall also serve as cashier for athletics and activities at Columbian High School.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Assists the Director of Athletics and Activities in supervising the High School and Middle School athletic programs in coordination with the Principals, Superintendent and others, including recommending policies and procedures relating to the athletic programs.
- Assists the Director of Athletics and Activities in the development of an annual budget and its implementation. Also assists the coaches in the development and implementation of their annual budget.
- Assists the Director of Athletics and Activities with the development of the interscholastic athletic schedules and officials schedules for all contests.
- Assists the Director of Athletics and Activities in the coordination of transportation for all athletic contests.
- Assists the Director of Athletics and Activities in coordination of support personnel for all athletic contests, including game management, ticket sales, security, athletic trainer and emergency personnel and apparatus.
- Assists the Director of Athletics and Activities in the supervision of the athletic coaches
- Assists the Director of Athletics and Activities with the Implementation and the monitoring of the Athletic Code of conduct.
- Assists the Director of Athletics and Activities in the supervision of all contests if necessary.
- Assists the Director of Athletics and Activities in ensuring that all applicable laws and regulations relating to athletics are applied and followed, including Title IX and other federal laws and regulations, state laws and regulations.
- Maintains records and documents as required and necessary to ensure proper documentation of athletic program activities, events, participation, and related information for the purpose of complying with school policies as well as applicable laws and regulations.
- Demonstrate, encourage and promote good sportsmanship amongst teams, coaches, opponents, officials and fans.
- Assists the Director of Athletics and Activities in creating an atmosphere that is safe for all participants.
- Utilize effective and appropriate communication skills with students, parents, alumni and the general community.
- Work with Head Coaches in coordinating end of season awards and banquets.

Other Duties and Responsibilities:

- If needed, meet and direct all media personnel for home contests.
- Assist with the setup of the pressbox at any Home Football games
- Assist with preparations for and hosting of OHSA, League and TCS events (Ex. OHSA playoffs, League Cross-Country Championships, Tiffin Carnival, Bill Krause Relays, etc)
- Assist in scheduling events at Frost-Kalnow Stadium, TC Cafeteria, TC Auditorium, TMS Cafetorium, TC and TMS Gymnasium

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

Qualifications:

- Bachelor's Degree from an accredited institution of higher learning preferred but not required
- Documentation of a clear BCII/FBI report on file at the Administration Building
- Excellent verbal and written communication skills
- Ability to meet deadlines and management multiple tasks
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills
- Knowledge of the specific sport
- Prior supervision of specific sporting program, budget, inventory and transportation preferred.
- Skills in public speaking
- Some background in Finance is helpful

Additional Working Conditions:

- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days.
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interactions with unruly students
- Occasional travel
- Occasional weekend/evening work
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

CONDUCT:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: November 24, 2025