



City of St. Charles School District

ACTIVITIES STAFF

Reports to: Building Principal/Supervisor of Department
Classification: Classified
FLSA Status: Non-Exempt
Terms of Employment: Part-Time as needed
Compensation: Reviewed and established annually by the Board of Education

JOB SUMMARY:

Activities Staff assist the activities department during athletic events and/or building activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Maintains confidentiality, unquestionable integrity.
- Takes payment for entry to athletic events or activities.
- Keep score for athletic events.
- Operate score board during games.
- Attends/Completes District PD and training.

SUPERVISORY RESPONSIBILITIES:

Not Applicable.

QUALIFICATIONS AND REQUIREMENTS:

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 graduate (GED)
- Experience in working effectively with administrators and other staff personnel.
- Experience with the operation of computers and software.
- Experience with handling money.

COMMUNICATION SKILLS:

- Ability to keep accurate records consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure consistent with the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication and interpersonal skills.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties in full compliance with district requirements and Board policies.

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 regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

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 varies. The employee continuously is interacting with the public and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Activities Staff
SY 2022-2023