inquiries for all levels of school administration, school personnel, students, parents and the public.

rk r A full time equivalent is a 12 month position 1,820 hours annually (non-standard workday hours)

- I r n its According to the WEA Unit D contract
- rrm:n spnsiilitis

Takes incoming telephone calls and replies or calls back as necessary.

- f. Schedule athletic transportation including the Raider van
- g. Schedule athletic facilities
- h. Prepare documents for Bay State Conference, coordinate Wellesley High School programs with the conference and for the Middlesex Middle School Athletic League
- i. Register and certify eligibility of all student athletes
- j. Game cancellations and postponements
- k. Work with appropriate media for public relations
- I. Student, staff and contest record keeping

m.

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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. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

<u>rk nvir nm nt</u>

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