



Athletic Director Administrative Assistant

Job Description

The Athletic Administrative Assistant is responsible for assisting the Athletic Director with daily operations of the athletic department.

- Report initial eligibility (Form A) to Georgia High School office by determined date
- Report any eligibility additions (Form B) to Georgia High School office
- Assist with needs on Thursday/Friday night football games
- Communicate with parents of transfer students on process and needs of eligibility
- Liaison with Patriot Athletic Club
- Attend monthly coaches meetings. Take roll and minutes
- Organize athletic physicals and create team binders
- Assist the Athletic Director in organization of football tickets
- Order awards and organize certificates for end of season ceremonies
- Organize senior gifts for end of the year ceremony
- Perform other duties as assigned by supervisor

Reports to: Athletic Director

Guidance Counselor Administrative Assistant

Job Description

The Guidance Counselor Administrative Assistant is responsible for assisting the Guidance Counselor with daily operations of the guidance office.

- Keep and maintain Senior acceptances and scholarship bulletin board
- Assist with standardized testing (PSAT, AP, ACT)
- Run failure reports each quarter for academic support
- Assist with college fair
- Assist as needed with college related events such as CROC meetings and campus visits
- Assist with High School and Academy Honors Day
- Assist with Graduation
- Perform other duties as assigned by supervisor

Reports to: Guidance Counselor

This position shares responsibilities between the Athletic Director and the Guidance Counselor. This position will also serve as a backup to other Administrative Assistants as needed.