

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: SECRETARY TO THE ASSISTANT PRINCIPAL, HIGH SCHOOL,
LEVEL III, SQUALICUM HIGH SCHOOL

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Compose/prepare, compute, classify, transcribe, sort, and file correspondence or other data.
2. Record, distribute, and file minutes of meetings.
3. Operate office machines, e.g., computer, typewriter, calculator, transcription equipment, fax machine, and copy machine.
4. Answer phones and receive visitors; answer questions regarding upcoming student events and student absences; refer parents/guardians to appropriate administrator or staff member as needed.
5. Issue timely announcements of upcoming events, deadlines, and the like.
6. Schedule appointments; maintain calendars and schedules of meeting; make travel arrangements.
7. Train and supervise the work of student assistants.
8. Update handbooks, policy manuals, and other items.
9. Coordinate and maintain discipline information.
10. Convert source documents into computer-acceptable form.
11. Compile and maintain records required by policy, regulation, law or good practice.
12. Maintain inventory of office supplies.
13. Issue student medications per District procedures.
14. Assist students who access health room services as appropriate.
15. Perform other related tasks and responsibilities as designated by the building principal, or designee.

QUALIFICATIONS:

1. High school diploma or equivalent (GED).
2. Three (3) years of job-related office experience, pertinent training, and/or some combination thereof.
3. Ability to type/keyboard a minimum speed of fifty (50) words per minute.
4. Ability to use basic data/word processing programs and equipment.
5. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities, including the ability to:
 - a. Work with staff, students, parents, and the general public in a professional and appropriate manner;
 - b. Maintain confidentiality;
 - c. Comprehend and maintain detailed information;
 - d. Adapt to a changing office environment;
 - e. Multi-task and set priorities;
 - f. Interact appropriately with students and monitor them in the program area;
 - g. Communicate clearly and tactfully on the telephone and/or communication equipment.
 - h. Work with frequent interruptions.
6. Demonstrated evidence of good habits in job attendance and punctuality.
7. Demonstrated proficiency in spelling, composition, and proofreading.
8. Demonstrated ability to work with minimum direction within a framework of established procedures.
9. Has, or is willing to obtain, first aid and CPR certificates.
10. Ability to lift and move up to 20 pounds occasionally.
11. Ability to sit and stand for prolonged periods of time and occasionally crouch, bend, and kneel.
12. Ability to frequently use hands while working on computer keyboard, using a computer mouse, and writing.
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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