

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** COUNSELORS' SECRETARY, LEVEL III, BELLINGHAM &  
SQUALICUM HIGH SCHOOLS

**REPORTS TO:** Building Principal, or designee

**RESPONSIBILITIES:**

Secretarial/Office

1. Compose, prepare, classify, 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, etc.
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. Provide the secretarial support necessary for either one or all of the following areas:
  - a. Student records, data maintenance, and correspondence related to Counseling Department responsibilities.
  - b. Assistant registrar responsibilities, including assisting in the registration of students and verification of transcripts of new students.
6. Issue timely announcements of upcoming events, deadlines, and the like.
7. Schedule appointments.
8. Issue repair orders.
9. Coordinate work schedules with other departments and offices.
10. Train and supervise the work of student assistants.
11. Update handbooks, policy manuals, and other items.

Computer/Data Processing

1. Compute, classify, and transcribe data.
2. Compute grades.

**RESPONSIBILITIES: (Continued)**

3. Coordinate schedules.
4. Convert source documents into computer-acceptable form.
5. Develop computer programs (i.e., database).
6. Prepare class rankings and grade averages.
7. Prepare honor roll, graduation, and other lists as requested.

Recordkeeping

1. Maintain cumulative student records.
2. Maintain inventory of office supplies.
3. Maintain accurate records required by policy, regulation, law or good practice.
4. Prepare monthly state reports.

Business/Finance

1. Verify totals on report forms, requisitions, and the like.

Other

Perform other related tasks and responsibilities as designated by the assistant 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. Demonstrate knowledge of computerized student information programs preferred; i.e. schedule building/computer balanced scheduling, computerized grading, custom report development and extract, and downloading information to personal computer programs.
6. Proficiency in machine transcription preferred.
7. 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;

**QUALIFICATIONS: (Continued)**

- b. Maintain confidentiality;
  - c. Comprehend and maintain detailed information;
  - d. Adapt to a changing office environment;
  - e. Interact appropriately with students and monitor them in the program area; and
  - f. Communicate clearly and tactfully on the telephone and/or communication equipment.
7. Demonstrated evidence of good habits in job attendance and punctuality.
  8. Demonstrated proficiency in spelling, composition, and proofreading.
  9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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