

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: ELEMENTARY OFFICE ASSISTANT, LEVEL II

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES

1. Assist the school secretary in maintaining an office atmosphere which is inviting to students, staff, and visitors.
2. Receive telephone and personal callers in a positive, businesslike manner; answer routine questions for the general public, students, and staff that require a general knowledge of school district procedures and policies; route inquiries to appropriate persons as needed.
3. Assist the school secretary with general clerical tasks as directed, including:
 - a. Type correspondence, bulletins, forms, and other materials;
 - b. Duplicate/photocopy, collate, and assemble printed matter;
 - c. Set up, maintain, and process files and/or records;
 - d. Order, receive, distribute, and inventory supplies and equipment;
 - e. Receive and route mail.
4. Maintain office bulletin board.
5. Assist with the physical care of students, including:
 - a. Administer first aid;
 - b. Dispense medication;
 - c. Maintain first aid area;
 - d. Monitor health room supplies.
6. Perform other related tasks and responsibilities as designated by the building principal, or designee.

QUALIFICATIONS

1. High school diploma or equivalent (GED).
2. Two (2) years general office experience, pertinent training, and/or some combination thereof.

QUALIFICATIONS (Continued)

3. Ability to type/keyboard a minimum speed of forty-five (45) words per minute.
4. Working knowledge of basic office procedures.
5. Previous experience operating word processing database computer programs preferred.
6. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Work with people in an appropriate manner;
 - b. Maintain confidentiality;
 - c. Interact appropriately with students and monitor them as directed;
 - d. Communicate appropriately in both written and oral expression.
 - e. Operate common office machines.
7. Demonstrated proficiency in spelling, composition, and proofreading.
8. Demonstrated evidence of good habits in job attendance and punctuality.
9. Has, or is willing to obtain, first aid certificate and CPR certificate.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/06

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