

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: MIDDLE SCHOOL ASSISTANT PRINCIPAL/ATTENDANCE
SECRETARY (LEVEL III)

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Secretarial

- a. Prepare assistant principal's correspondence from rough draft or dictating machine.
- b. Maintain assistant principal's schedule of appointments and conferences as appropriate.
- c. Prepare student accident reports.
- d. Update student information, addresses, phone numbers, etc. in computer. (Note: May be assigned to Student Services/Scheduling Secretary.)
- e. Type and file student discipline letters. Maintain records concerning discipline for building and/or District reports. (Note: Assigned to Principal's Secretary at Shuksan; shared with Principal's Secretary at Fairhaven and Kulshan.)
- f. Receive incoming calls regarding attendance and health matters.

2. Attendance

- a. Distribute absence, tardy, pre-planned absence, and early dismissal slips.
- b. Contact parents of absent students (telephone calling and letters.)
- c. Maintain attendance files; prepare attendance reports as required.
- d. Collect data and prepare state attendance reports as required.

3. Health Room

- a. Give aid to students who are sick and/or injured and notify parents, as needed.
- b. Assume responsibility for administration of medication, including record keeping system, under the general direction of the school nurse and in compliance with District procedures.

RESPONSIBILITIES: (Continued)

- c. Maintain log of sick or injured students.
- d. Inventory, order, and issue sick room supplies; monitor and maintain sick room.

4. General

- a. Supervise delivery of messages to and requests for students. (Note: Shared with the Principal's Secretary at Fairhaven and Whatcom.)
- b. Maintain locker assignment information; issue lockers to students; keep custodian informed of repairs or replacement of locks when needed.
- c. Maintain "lost and found." (Note: Assigned to Student Services Secretary/Registrar at Whatcom.)
- d. Obtain homework assignments, when requested, for absent students.
- e. Issue bus and guest passes.

5. Other

Perform other duties as assigned 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. Demonstrated ability to type/keyboard a minimum speed of fifty (50) words per minute.
- 4. Demonstrated ability to use basic data/word processing programs and equipment.
- 5. Proficiency in machine transcription preferred.
- 6. 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;

QUALIFICATIONS: (Continued)

- 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;
 - f. Communicate clearly and tactfully on the telephone and/or communication equipment.
7. Demonstrated proficiency in spelling, composition, and proofreading.
 8. Demonstrated ability to communicate appropriately in both written and oral expression.
 9. Demonstrated evidence of good habits in job attendance and punctuality.
 10. Has, or is willing to obtain, first aid certificate and CPR certificate.
 11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

10/06

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