

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: MIDDLE SCHOOL CURRICULUM SECRETARY (LEVEL II)

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Inventory, order, and issue instructional supplies.
2. Maintain teacher workroom and supply room.
3. Type purchase orders for instructional supplies and materials; check-in materials as they arrive.
4. Maintain copy machines; copy and collate materials as assigned by principal; call operator when machines are not working properly.
5. Maintain textbook and instructional materials inventory.
6. Prepare curriculum materials.
7. Prepare curriculum coordinator's correspondence.
8. Prepare print orders as directed by principal or designee.
9. Distribute general mail to appropriate staff members.
10. Perform other duties as assigned 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.
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 and data base computer programs preferred.
6. Ability to operate common office machines.

QUALIFICATIONS (Continued):

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

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