

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** MIDDLE SCHOOL STUDENT SERVICES/SCHEDULING SECRETARY  
(LEVEL III)

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

**RESPONSIBILITIES:**

Secretarial/Office

1. Prepare counselor's correspondence.
2. Assist the counselor with scheduling counseling appointments, groups, etc.
3. Assist principal's secretary with KCDA order.
4. Receive telephone calls for counseling and student services staff.

Scheduling/Grade Reporting

1. Prepare scheduling information.
2. Enter master schedule as directed.
3. Implement student scheduling process; prepare and distribute schedules and related reports; update student schedules as needed during the school year.
4. Implement computer grading process. Prepare, process, and distribute student grades, certificates, and related reports.
5. Prepare annual scheduling and grading calendars and tickler file.

Student Services

1. Register students.
2. Verify transcripts of new students; process requests for student records.
3. Maintain student records, monitor student immunization status, and complete immunization report.
4. Complete state and District reports as required.
5. Prepare special education paperwork as necessary.

Other

1. Maintain "lost and found". (Note: Assigned to Assistant Principal/Attendance Secretary at Fairhaven and Shuksan.)

**RESPONSIBILITIES: (Continued)**

2. 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. 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. Proficiency in machine transcription preferred.
6. Demonstrated proficiency in spelling, composition, and proofreading.
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;
  - 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;
  - f. Communicate clearly and tactfully on the telephone and/or communication equipment.
8. Has, or is willing to obtain, first aid certificate and CPR certificate.
9. Demonstrated evidence of good habits in job attendance and punctuality.
10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

12/06

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