

BELLINGHAM PUBLIC SCHOOLS  
Bellingham, Washington

JOB DESCRIPTION

**POSITION:** SQUALICUM HIGH SCHOOL OFFICE ASSISTANT (LEVEL II)

**REPORTS TO:** Principal or designee.

**RESPONSIBILITIES:**

1. Answer telephones in main office, transfer calls, and respond to questions from parents and staff.
2. Greet visitors; answer informational questions and take messages; refer parents/guardians to appropriate staff member.
3. Publish daily and weekly bulletin and distribute to staff by e-mail, as directed.
4. Receive and distribute U.S. and district mail daily.
5. Operate and monitor postage meter.
6. Process grade checks for activity/athletic eligibility.
7. Maintain filing system in the main office including filing student records, printed copies of House information, progress reports, transcripts, and test documents and scores.
8. Assist with physical care of students by administering first aid, dispensing medication, maintaining first aid area, and monitoring health room supplies as needed.
9. Process GED forms, transfer request forms, withdrawal paperwork, and requests for transcripts and student records.
10. Troubleshoot and maintain supplies for copy machines.
11. Help supervise student assistants with non-confidential tasks.
12. Provide coverage for other secretarial positions as assigned by administrator.
13. 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.

**QUALIFICATIONS: (Continued)**

*Squalicum High School Office Assistant, Level II – Job Description*

4. Working knowledge of basic office procedures and operation of general office equipment.
5. Previous experience operating word processing and data base computer programs preferred.
6. Ability to communicate appropriately in both written and oral expression.
7. Has, in the judgement 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 and communicate appropriately with students and monitor them as directed;
  - d. Communicate clearly and tactfully on the telephone and in person;
  - e. Function effectively with frequent interruptions.
8. Demonstrated proficiency in spelling, composition, and proofreading.
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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