

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: STUDENT SERVICES SECRETARY (LEVEL II)

REPORTS TO: Director of Student Services

RESPONSIBILITIES:

1. Answer telephones and receive visitors.
2. 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. Type correspondence, bulletins, forms, and other materials as directed.
4. Duplicate/photocopy, collate, and assemble printed matter as directed.
5. Receive and route mail.
6. Set up, maintain, and process files and/or records.
7. Gather source materials, code and enter data, generate and check computer records, etc.
8. Order, receive, distribute, and inventory supplies and equipment as requested.
9. Student Records
 - a. Responsible for mailing records of students who have transferred out of the District to the appropriate school.
 - b. Maintain files of students where no request has been made.
 - c. Purge old records on a yearly basis and keep a permanent record card on each student who has attended an elementary or middle school in the Bellingham School District but has never attended one of our high schools.
10. Maintain data of Home and Hospital tutoring program for year-end report.
11. Maintain all records for truancy referrals for the school district, including:
 - a. Prepare truancy petitions for submission to court;
 - b. Maintain truancy data on an on-going basis; and
 - c. Complete the yearly truancy report under the supervision of the Director of Student Services.

RESPONSIBILITIES: (Continued)

12. Perform bi-monthly payroll leave reporting.
13. Assist other department staff as needed.
14. Perform other related tasks and responsibilities as designated by the Director of Student Services, 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 of forty-five (45) words per minute.
4. Working knowledge of basic office procedures.
5. Previous experience operating word processing and database computer programs preferred.
6. Ability to operate common office machines.
7. Ability to communicate appropriately in both written and oral expression.
8. 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; and
 - d. Communicate clearly and tactfully on the telephone and/or other communication equipment.
9. Demonstrated proficiency in spelling, composition, and proofreading.
10. Demonstrated evidence of good habits in job attendance and punctuality.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.