

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington
JOB DESCRIPTION

POSITION: SECRETARY TO THE ASSISTANT PRINCIPAL, HIGH SCHOOL, LEVEL III

REPORTS TO: Building Principal, or designee

RESPONSIBILITIES:

1. Compose/prepare, compute, classify, transcribe, sort, and file correspondence or other data.
2. Record, distribute, and file minutes of meetings.
3. Operate office machines, e.g., computer, typewriter, calculator, transcription equipment, fax machine, and copy machine.
4. Answer phones and receive visitors.
5. Issue timely announcements of upcoming events, deadlines, and the like.
6. Schedule appointments.
7. Coordinate work schedules with other departments and offices.
8. Train and supervise the work of student assistants.
9. Update handbooks, policy manuals, and other items.
10. Coordinate and maintain attendance information, e.g., send six (6) day, eleven (11) day, and discipline letters; organize attendance appeal information; schedule hearings; etc.
11. Convert source documents into computer-acceptable form.
12. Maintain records required by policy, regulation, law or good practice.
13. Maintain inventory of office supplies.
14. Perform other related tasks and responsibilities as designated 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.

QUALIFICATIONS: (Continued)

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. 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. Handle multiple tasks at the same time;
 - f. Interact appropriately with students and monitor them in the program area;
 - g. Communicate clearly and tactfully on the telephone and/or communication equipment.
6. Demonstrated evidence of good habits in job attendance and punctuality.
7. Demonstrated proficiency in spelling, composition, and proofreading.
8. Demonstrated ability to work with minimum direction within a framework of established procedures.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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