

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

SECRETARY

JOB SUMMARY: Under the supervision of a program/department/school administrator, provide secretarial services to ensure the efficient operation of school departments and programs. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Greet students, parents, staff and community members, acting as a positive liaison for the department/school.
- Provide a variety of duties to assist with office and/or school operations which may include support in attendance, counseling, registrar, CTE or front office; prepare and distributes materials; enter and maintain financial, student and office records; perform receptionist duties as needed; perform duties related to specific program activities.
- Provide secretarial services to the program/department/school administrator.
- Prepare correspondence, memoranda, daily bulletins, data tabulations and required forms efficiently and accurately.
- Provide secretarial services for other staff as directed by the supervising administrator.
- Maintain administrator's calendar and schedule appointments.
- Maintain school/department calendar and add events to web site as needed.
- Maintain individual student attendance records, input information into computer system, prepare reports and notify parents.
- Respond to requests from staff, students, parents and community and take appropriate action or refer to appropriate person for resolution.
- Assist department/program administrators with budget preparation.
- Prepare and maintain purchasing records.
- Maintain financial records as directed by the supervising administrator in coordination with the district business office.
- Monitor athletic schedules and maintain student forms.
- Assist in health room as needed when school nurse or LPN is not present.
- Maintain successful working relationships with colleagues, parents, students and the community
- Maintain confidentiality and display ethical behavior
- Perform other job-related duties as assigned by the program/department administrator.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- High School Diploma.
- One or more years of secretarial experience.
- Secretarial training beyond high school. Additional secretarial experience may be used in lieu of training.
- Valid First Aid/CPR card (if health room duties are required)

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Ability to interface effectively with students, staff, parents and the general public.
- Ability to work in a fast-paced environment with frequent interruptions.
- Ability to communicate clearly and concisely both orally and in writing.
- Possess excellent English, grammar and punctuation skills.
- Proficient in basic bookkeeping skills.
- Ability to operate a variety of office equipment with skill and independence.
- Possess basic computer skills with accuracy and proficiency in word processing, relational data base, spreadsheet and communication software.
- Knowledge and skill in filing and records management.

PHYSICAL DEMANDS:

- Persons performing service in this position will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves frequent sitting, standing, walking, stooping, bending and occasional running.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.