



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**

**Job Description**

**Title:** Administrative Assistant to the Assistant Superintendent of Teaching and Learning

**Qualifications:**

- A Bachelor's Degree is preferred.
- Prefer a minimum of three years or more office experience, preferably in a public school.
- Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Experience using Powerschool, Schoolspring, AESOP, Teachpoint, Novatime and/or Munis is preferred.
- Ability to quickly learn new platforms adopted by Wellesley Public Schools.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required..
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures

**Evaluated by:** Assistant Superintendent of Teaching and Learning

**Job Goal:** Under the direction of the Assistant Superintendent of Teaching and Learning, the incumbent performs a variety of responsible secretarial duties and carries out a variety of assignments which are an extension of the Assistant Superintendent of Teaching and Learning's responsibilities.

**Work Year:** Full time equivalent is a 12-month position – 2016 hours annually

**Salary/Benefits:** According to the WEA Unit E contract

**Performance Responsibilities:**

The position requires a close continuing relationship with the Assistant Superintendent and

provides administrative support in all operational aspects of an office. Provides back up support to the Administrative Assistant to the Superintendent as necessary.

1. Administration
2. Student Services
3. Personnel
4. School Community Relation
5. Facilities
6. Professional Growth

The essential functions or duties listed below are intended only as examples of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

#### Administration

- Ability to prepare routine administrative paperwork.
- Receives, places and screens telephone calls for the Assistant Superintendent.
- Manages expense and personal services budgets and miscellaneous grants including purchase orders, staff time sheets, and monthly status summaries.
- In the absence of the Assistant Superintendent, responds to inquiries from all levels and exchanges information.
- Knowledge of supplies, equipment and /or services ordering and inventory control.
- Maintains publications, curriculum and assessment reports and records and files.
- Ability to gather data, compile information and prepare reports for analysis of professional development effectiveness and student achievement.
- Maintains a large variety of confidential information, such as policy development, personnel information, and student data.
- Administrative planning and implementation of instructional systems, summary reports and similar measures.
- Tracks Assistant Superintendent professional development and curriculum program leadership budgets.
- Manages calendar, notifications, and records for a standing and ad hoc committees, such as: Curriculum & Instruction Committee, curriculum steering committees, WEF Mini-Grants etc.
- Reads incoming mail, assembles and drafts appropriate replies to parents and staff independently as well as the brief notes from the Assistant Superintendent.

#### Student Services

- Assists in development, implementation and maintenance of electronic records.
- Coordinates required processing for field trips.
- Coordinates grant data through compilation, editing, processing and amending.
- Develops and assists with tracking teacher goals.

#### Personnel

- Assists in the coordination of the mentoring program administration: includes payment and tracking of appropriate coursework and tracking available funds.
- Monitors Professional Development through development and maintenance of appropriate systems.
- Serves as liaison and information coordinator among curriculum leaders, this staff, grade level leaders, and ad hoc and permanent committees.

### School Community Relations

- Acts as liaison for faculty and staff for programs.
- Assists faculty and staff in fulfilling procedural requirements.
- Assists with communicating professional development opportunities and requirements to faculty and staff.
- Assists Assistant Superintendent with scheduling and coordination of calendar, meetings and special projects.
- Prepares announcements for the Curriculum and Instructions and the Superintendent's Bulletins and responds to inquiries regarding announcements.

### Facilities

- Coordinates meeting facilities to ensure appropriate size and avoid scheduling conflicts.
- Assists in development of improved processes.

### **Essential Functions of the Job:**

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**School Committee Approval Date: 12/8/2020**