



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Administrative Assistant to the Director of Student Services

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, Novatime and/or Munis- as well as DocuSign - 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: Director of Student Services

Job Goal: Under the direction of the Director of Student Services, the incumbent performs a variety of responsible administrative and secretarial duties and carries out various assignments which are an extension of the Director'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:

Performs a wide variety of administrative tasks to support the Director of Student Services, Department Head of Elementary Special Education and Out of District Coordinator including:

1. Assist the Director in general administration operations.
2. Serve as liaison and information coordinator among Student Services staff, staff in other systems, parents, and the general public.
3. In the absence of the Director, respond to inquiries from all levels within the district and exchanges information.
4. Serve as information coordinator for the Student Services staff, disseminating information to 300+ staff and providing timely responses.
5. Maintain the work flow for the Director and other administrators in the office, prioritizing and distributing work as needed.
6. Maintain all system-wide student records according to the Massachusetts Record Regulations, including the dissemination and destruction of records maintained by the Guidance and Special Education Departments.
7. Oversees system-wide technology needs and requests for technical support related to the use of technology and software for special education.
8. Prepare and supervise the preparation of reports required by the Department of Education related to special education and student services.
9. Oversee responses and record keeping related to various responsibilities of the Director, including but not limited to students who have home schooling plans and qualify for enrollment through McKinney-Vento.
10. Support the planning and implementation of staff and parent informational events, including regularly scheduled PAC meetings.
11. Serve in a secretarial capacity performing all of the following duties:
12. Use a variety of computer applications to prepare correspondence, produce mass mailings, and maintain office records.
13. Maintain the Director's schedule, including arranging appointments and meetings.
14. Screen incoming mail, routes to appropriate staff, assembles and attaches appropriate correspondence for replies.
15. Maintain Department and correspondence files.
16. Receive, place and screen telephone calls for the Director.
17. Safeguard confidential information.
18. Maintain and update computer records.
19. Maintain attendance records for itinerant staff in the Department.
20. Prepare documents for Special Education Appeals process.
21. Adapt to any assignments that are an extension of the responsibilities for the Director.
22. As necessary, problem solves and balances the work flow in the Student Services Office.
23. Perform various assignments/projects, as need arises, which are an extension of Director's responsibilities.
24. All other duties as assigned by the Director of Student Services

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