



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Coordinator of the WPS Production Center & PreK-5 Instructional Materials

Qualifications:

- 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.
- 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
- Expertise in the Google Suite, Microsoft Office applications, publishing applications in the Adobe Creative Suite (including Illustrator, InDesign, and Acrobat).
- Basic knowledge of running and maintaining print servers, large production copiers, cutting, binding and lamination tools.
- Strong attention to detail skills.
- The ability to lift "50" pounds.
- Driver's license required for occasional deliveries of curriculum materials to school buildings.
- Experience in supervision of staff is preferred.

Evaluated by: Assistant Superintendent for Teaching and Learning

Job Goal: The Coordinator of the WPS Production Center & PreK-5 Instructional Materials has primary responsibility for managing the WPS District Production Center, as well as overseeing all of the PreK-5 curriculum-related materials needs. The Coordinator also plays a supporting role in refining Central Office Communications to the public.

Work Year: Full time equivalent is a 12-month position – 1,820 hours annually (2016 hours if hired after 10/1/14)

Salary/Benefits: According to the WEA Unit E contract

Performance Responsibilities:

Production Center

- Supervises, evaluates and assigns work responsibilities of Production Center employees to meet priorities, deadlines, and to maintain smooth and efficient work flow and use of space.
- Oversees equipment maintenance and repair contracts
- Manages repeating yearly tasks for Production Center produced curriculum materials.
- Creates and coordinates instructional materials throughout the district, with a particular focus on “in-house” materials that are developed in the Production Center.
- Trains school-based personnel to revise and prepare for print major annual publications.
- Works with the Assistant Superintendent for Teaching and Learning to prepare the annual budget for the Production Center and keep accounts and purchase orders.
- Oversees records and services for appropriate billing to respective school department.
- Performs other related duties as assigned.

PreK-5 Material Coordination

- Maintains database and spreadsheets for the PreK-5, Teaching and Learning department heads budgets. Provides day-to-day monitoring and record for departmental expenditures from the budget.
- Facilitates purchase orders and smooth delivery of instructional materials to classrooms, especially in the areas of PreK-5 Math, Literacy, Social Studies, and Science.
- Coordinates distribution of PreK-5 curriculum materials from the Central Office curriculum supply rooms.
- Supports department heads with development of “in house” curriculum and curriculum materials.
- Performs other related duties as assigned.

Teaching and Learning Publication Responsibilities

- Designs and publishes templates for new publications.
- Supports Central Office staff with layout assistance on various spreadsheets, forms and documents both internal and external.

- Supports Superintendent and Assistant Superintendent for Teaching and Learning with layout for communications to the public, including: event flyers, program communications, and the Annual District Progress report distributed to all residential addresses in Wellesley.

ELL Translation Responsibilities

- With guidance and oversight from the PreK-12 Director of English Language Learning, receive and process all K-12 general education interpreter and translation requests. This includes the following steps:
 - Confirm receipt and explain the interpreter or translation process and timeframe.
 - Forward translation requests to outside vendors or internal translation clubs.
 - Field questions and facilitate communication between translators and requesters when needed.
 - Confirm that the interpreter was on time and solicit feedback.
 - Process invoices from vendors for written translations and interpreters.

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 50 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