



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: High School House Secretary

Qualifications:

- High School diploma or equivalent. Associates Degree or higher 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 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: Wellesley High School Assistant Principal

Job Goal: Performs a variety of responsible secretarial/clerical/reception duties for the Assistant Principal(s) and 2-3 Guidance Counselors and School Psychologists, other faculty staff members; to assist and oversee the day-to-day operations of the House Office, including Assistant Principal's Office and Guidance Counselors and School Psychologists; to compile, maintain, and update records and reports; to assist the Assistant Principal and Guidance Counselors by relieving them of routine administrative and clerical duties; does related work as required.

Work Year: A full time equivalent is a 12-month position – 1,820 hours annually

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

- Handles all student attendance and absences.
- Answers phones, takes messages and screens/directs calls to the appropriate staff.
- Routinely meets and interacts with the public, staff, and students in situations which require tact, discretion and courtesy.
- Performs a wide variety of clerical duties, including but not limited to communicating, emailing, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials.
- Receives and resolves concerns and complaints, using knowledge of school policies, procedures, rules, and requirements.
- Establishes, maintains, and monitors confidential systems in an accurate and efficient manner.
- Assists with the placement of substitutes ensuring an accurate record in AESOP.
- Audits AESOP and Novatime and serves as the first line approver of data.
- Maintains inventory/supplies, facilitates and manages purchases for the House Offices.
- Collaborates with the Human Resources Department to ensure that all employees, tutors, and volunteers are CORI, SORI and fingerprint cleared.
- Assists with preparation and planning of high school graduation.
- Assists with the development of the school schedule by maintaining student data.
- Assists Assistant Principal in co-planning and administration of MCAS.
- Assists Assistant Principal in production and distribution of State reports.
- Assists with supervision of students during in-office detentions and oversees students who have referrals and discipline problems.

Students

- Verification of absences of students.
- Communication to parents informing them of class absences by students. Record all entries on the computer database.
- Keep record of Privilege passes and issue passes when approved based on the guidelines of the Student Handbook.
- Issue permanent dismissal.
- Record all entries on the computer database.
- When a field trip is approved, make arrangements for bus transportation through the Transportation Manager.
- Assist in preparation and distribution of all materials used by teachers and students for the next school year; collect outstanding obligations; and update student and teacher forms.

Secretarial Tasks

- Open and sort mail for House Office members.
- Prepare necessary correspondence as directed by the Assistant Principal.
- Receive incoming attendance calls
- Manage daily office tasks for the House Office in the absence of the Assistant Principal
- Must have a full working knowledge of Powerschool to retrieve information regarding students' and teachers' schedules and other pertinent information.
- Work with substitute teachers and assign locations in conjunction with Assistant Principal.
- Support the Assistant Principal with scheduling for the school year.

Clerical and Reception

- Greet all visitors, students and faculty in the House Office etc.
- Issue passes for students for tardiness and dismissals.
- Maintain up-to-date files. Prepare and send certified letters for all seniors facing problems that would prevent graduation with their class.

Other Duties

- Assist with any large school mailing and other duties as requested.
- Assist Principal's secretary with projects when necessary.
- Create electronic check out systems for teachers.
- Assist with opening and closing of school.
- Assist with planning and execution of graduation.
- Maintain distribution list of supervisory duties from Assistant Principal.
- Prepare and maintain central field trip calendar.
- Assist Assistant Principal in preparation and production of Program of Studies, exams and any school wide event/activity.
- Collect money for lost books from students and parents during the summer.
- Update and maintain all grade changes for the House Office students.
- Support schedule changes and creations of sections for Powerschool.
- Note taker for various meetings when requested.
- Maintain WHS Public Calendar.
- Elections for Class Officers
- Student Advisory Council Elections for the State of Massachusetts

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

School Committee Approval Date: 12/8/2020

