



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Instrumental Vocals Extension Program (IVEP) 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.
- Experience with music lesson programs is preferred.
- 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 - as well as Adobe Creative Suite and Webtrak - 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: The Director of Performing Arts

Job Goal: This position is responsible for the effective and efficient operation of the Instrumental and Vocal Extension Program (IVEP). The IVEP Secretary provides support to the Director, the IVEP staff, IVEP students and parents, and the public, using exceptional communication and organizational skills.

Work Year: A .418 full time equivalent is a 12-month position – 762 hours annually

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

Overview

- Organize and assist with the routine work activities of the IVEP program.
- Ensure the effective and efficient operation of IVEP.
- Enrollment activities
- Program events
- Schedule lesson facilities
- Program communications (emails and phone calls)
- Assist parents and students with lesson teacher selection
- Prepare materials for and assisting with professional development and staff meetings
- Various tracking activities, data collection, monitoring student and teacher attendance, and implementation of accountability measures
- Assist with IVEP reports
- Assist with IVEP website maintenance
- Maintain IVEP documents
- Maintain an IVEP calendar
- Validate, process, and track bi-weekly time sheets in Novatime

Coordination of IVEP program

- Monitor and track enrollments, and assist parents with registration, tuition assistance, and payments
- Collect and track several required documents from parents and IVEP teachers
- Monitor student attendance to lessons and tracking how many lessons are due to students
- Assist with organization of enrollment period
- Track and monitor installment payments in coordination with the Business Office
- Assist with tuition reduction requests and other tuition and fee details
- Run and verify online enrollment reports and other enrollment documents
- Organize various data reports
- Collect, track and verify teacher schedules
- Verify that all students who are taking lessons, have paid their tuition
- Assist with registration and recruitment events
- Assist with communications to students, parents and teachers
- Assist with preparations for professional development and staff meetings
- Organize and assist with communications on district-wide demonstration assemblies
- Prepare, collect, and track multi-tiered teacher/student rosters
- Prepare deposits and corresponding spreadsheets
- Assign students to private lesson teachers' studios and working out scheduling issues
- Schedule teaching rooms at each school, assigning teachers to different schools, and communicating room assignments to principals, secretaries, private lesson teachers, and the Director. Resolve conflicts as they arise.
- Assist with rolling out new program initiatives processing

Budget

- Support the Director in maintaining fiscal responsibility in the IVEP program.
- Maintain budget records for the IVEP program, examine account activities for accuracy and completeness, perform account reconciliation, and report status on a regular basis to the Director.
- Coordinate requisitions and purchase orders pertaining to the IVEP program. Verify

orders and resolve problems with backorders, items not received, etc. and ensure that orders are delivered to the correct site.

- Schedule Rooms & maintain room scheduling, including resolving issues and conflicts.
- Process and deposit various forms of payment, such as checks, cash, and track payments on Webtrac/Rectrac.
- Maintain open communications with the Director on financial budgetary matters.
- Process biweekly time sheets; prepare various payroll and personnel reports.

Human Resource Support

- Assist with scheduling IVEP interviews, preparing interview documents.
- Coordinate with the Human Resources office in processing new hires or resignations, as needed.

Clerical Responsibilities

- Maintain IVEP files in an orderly manner and provide accessibility to the Director and the Business Office, when necessary.
- Collect forms, paperwork, fees, and track submissions for registering students for IVEP lessons
- Assist the Director in compiling information and data for various reports.

Calendars & Scheduling

- Maintain the IVEP Calendar and share calendar with IVEP teachers.

Communications

- Respond quickly and courteously to all telephone, email, and face-to-face communications with students, parents, faculty, community members, town organizations, administrators, and vendors.
- Take and deliver messages to the Director in a timely manner.
- Answer questions regarding IVEP, refer persons to other informational sources.
- Assist with communications about and promoting IVEP performances.
- Maintain open communications with the Director on all matters concerning the IVEP program

Cross Training

- As time allows, the IVEP secretary will be asked to assist with other Performing Arts Department office work, including:
 - Ticket sales
 - Accounting
 - Preparing Deposits
 - General office and clerical responsibilities

Other

- Perform other duties as assigned by the Director.

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