



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

**Job Description**

**Title:** School District Registrar/Human Resources Assistant

**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.
- 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
- The ability to work the dates of Kindergarten Round-Up events outside of standard office hours.

**Evaluated by:** Assistant Superintendent of Finance and Operations and the Director of Human Resources

**Job Goal:**

Under the supervision of the Assistant Superintendent for Finance and Operations, the School District Registrar/ Human Resources Assistant supports parents in the registration process for students and is responsible for maintaining accurate student and historical records; registering and withdrawing students according to established district procedures; and communicating registration changes to School Secretaries. The School District Registrar/Human Resources Assistant also performs various secretarial and clerical tasks for the Business Office, under the supervision of the Assistant Superintendent of Finance and Operations, and for the Human Resources Department under the direction of the Director of Human Resources. This position

represents the "face" of the district and requires a congenial, helpful and responsive attitude. Work schedule shall encompass regular central office hours established by the administration.

**Work Year:** A full time equivalent is a 12-month position - 1820 hours per year

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

**Performance Responsibilities:**

- Serves as the Receptionist for central office. Greets visitors, and answers the District main phone line. Handles calls and complaints in a brief and expeditious manner when necessary and subsequently reports such calls to departments or individuals concerned.
- Establishes and maintains cooperative, courteous and effective working relationships with those contacted during the performance of required duties, including district personnel, students, parents, and the community.
- Prepares accurate and thorough work in maintaining student records and registering and withdrawing students according to established district procedures.
- Enrolls new students and obtains, verifies, and passes along a variety of student records such as grades, transcripts, immunization records, cumulative folders, and general student data in a respectful and confidential manner.
- Works with the Director of Student Services to identify incoming students who have an Individualized Education Plan (IEP), private school students residing in Wellesley for whom an evaluation request has been made, or for students who qualify under McKinney-Vento status.
- Develops, updates, and maintains forms for use in registering students; orders and maintains supplies for the office.
- Communicates by phone, email, and/or facsimile with other schools or outside agencies regarding student records.
- Plans and organizes tasks; works independently with little direction.
- Assists the Human Resources Department with general office duties such as filing, copying, contacting families via phone or mailing, typing letters, and managing the retention of student records.
- Orders and maintains supplies for the Business and Human Resources Offices.
- Assists with maintenance of the CORI, SORI and fingerprint database. Submits all CORI applications to the State's Department of Criminal Justice Bureau. Sends correspondence to CORI applicants as necessary.
- Creates new hire identification badges. Ensures accuracy of active employees in the security system.
- Responds to emails from the "[AskHr@Wellesleysps.org](mailto:AskHr@Wellesleysps.org)" help desk.
- Completes verification of employment forms and drafts verification of employment letters.
- Occasionally drives to school or other nearby locations to pick up or deliver supplies.
- Serves as back up to the Human Resources Secretary and Human Resources Administrative Assistant to Director of Human Resources.
- Fills out and files unemployment claims.
- Posts job openings on Schoolspring, recruitment websites, colleges and in newspapers, as needed.
- Assists at job fairs, as needed.
- Performs various general secretarial and clerical duties to assist the Business

Office and the Human Resources Department as requested.

**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**