



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

**Job Description**

**Title: Secretary, Middle School Main Office**

**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 Middle School Assistant Principals

**Job Goal:** Under the general supervision of the assistant principals at Wellesley Middle School, the secretary performs a variety of administrative, secretarial, and clerical tasks to help ensure the smooth, efficient operation of the school.

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

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

**Performance Responsibilities:**

- Coordinate morning and afternoon daily announcements
- Manage the main office front desk and phones
- Manage student and visitor sign-in/passes
- Coordinate school bulletin boards and visual displays
- Coordinate assembly seating and logistics, as needed
- Manage the student lockers including lock combinations
- Provide additional support to Principal, Assistant Principals and Main Office staff as needed
- Provide back-up support for daily absences/tardy reporting
- Receive, sort, and distribute mail, correspondence, and other documents to the middle school principal and staff.
- Provide on-site bus coordination for field trips
- Coordinate the cafeteria tables and lists for all grades
- File, maintain and organize the student cumulative files
- Share responsibility for visitors, doors and phones
- Collate and distribute the classroom emergency folders
- Coordinate the school's lost and found items
- Maintain an organized, clean work environment.
- Performs other job related responsibilities as requested
- Assist with MCAS testing as directed.

**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**