



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Secretary to Department Head of High School Special Education Services

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.
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- 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 Department Head of Special Education.

Job Goal: To provide the necessary clerical responsibilities required to assure the smooth, efficient operation of the high school special education office.

Work Year: A .93 full time equivalent is an 11-month position – 1695 hours annually

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

1. Answer phones, take messages and screen/direct calls to the appropriate special education staff.
2. Serves as secretary to the special education department; provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students.
3. Maintain high standards of confidentiality and flexibility while working cooperatively with supervisors, coworkers and students.
4. Maintain all special education program records in compliance with state and federal guidelines and District policies.
5. Prepare copy and distribute all necessary paperwork to facilitate IEP meetings.
6. Maintain accurate and complete case load files, track deadlines for IEPs and notify staff in advance of deadlines.
7. Schedule conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.)
8. Maintains records and generates reports, as requested.
9. Coordinate and distribute progress reports to special educators and parents quarterly.
10. Assist with the placement of substitutes ensuring an accurate record in AESOP.
11. Audit AESOP and Novatime and serve as the first line approver of data.
12. Assist and answer questions for secretaries from various offices and schools.
13. Assists in entering data for new and previous students in student information system.
14. Compose letters, memoranda and reports independently and accurately.
15. Respond to public in a cordial, courteous manner.
16. Operate computers, word processors, copiers and facsimile.
17. Maintain inventory/supplies, facilitate and manages purchases for the department.
18. Collaborates with the Human Resources Department to ensure that all employees, tutors, and volunteers are CORI, SORI and fingerprint cleared.
19. Performs other job-related responsibilities 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