



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Secretary to the Director of Fitness and Health and the Director of Art

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: The Director of Art and the Director of Fitness and Health

Job Goal: To provide the necessary clerical responsibilities required to assure the smooth, efficient operation of the Art and the Fitness and Health Departments.

Work Year: A .6 full time equivalent is an 11-month position – 1,092 hours annually

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

- Answer phones, take accurate messages and screen/direct calls to the appropriate staff.
- Maintain inventory/supplies, facilitate and manage purchases for the departments.
- Assist with the placement of substitutes ensuring an accurate record in AESOP.
- Audit AESOP and Novatime and serve as the first line approver of data.
- Assist and answer questions for secretaries from various offices and schools.
- Assist with the maintenance of the Director of Fitness and Health and the Director of Art's Google calendar.
- Keep an organized filing system.
- Compose letters, memoranda and reports independently and accurately.
- Respond to public in a cordial, courteous manner.
- Operate computers, word processors, copiers and facsimile.
- 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.).
- Coordinate travel itineraries.
- Maintains records and generate reports, as requested.
- Willingness to adjust to the changing needs of the departments, with the flexibility to meet those work needs and demands.
- Perform all other duties as assigned.

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