



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

**Job Description**

**Title:** Secretary to Elementary Principal

**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:** Elementary Principal

**Job Goal:** Under the direction of the principal of the elementary school, the secretary performs a variety of secretarial, clerical, typing and related tasks to assist the principal and the classroom teachers and ensures the smooth, efficient operation of the principal's office. The incumbent is the primary link with the community outside 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 contract

## Performance Responsibilities:

- Serves in a secretarial capacity performing duties including:
  - Reads incoming mail, assembles and attaches appropriate data from file and routes mail that does not require supervisor's attention.
  - Keeps an active calendar of appointments for:
    - principal
    - school events
    - room use in building
    - after school use of building
  - Composes replies for principal's review and signature and routes replies on own.
  - Answers phones, takes messages and screens/directs calls to the appropriate staff.
  - Monitor door security through the school security system.
  - Tracks student attendance. Verifies student absences daily in Powerschool. Follows up with parents as needed.
  - Handle school lunch orders, as needed.
  
- Performs a variety of administrative tasks:
  - Serves as liaison between principal's office and office of Superintendent and other schools and departments.
  - Assists with the placement of substitutes ensuring an accurate record in AESOP. Rearranges teaching assistants' and paraprofessionals' schedules.
  - Audits AESOP and Novatime ensuring accuracy and serves as the first line approver of data.
  - Assists with the maintenance of the school budget.
  - Maintains inventory in the supply room.
  - Facilitates and manages purchases for the school by ordering and receiving inventory/supplies, reconciling orders, resolving back orders and maintaining proper inventory levels. Support teacher orders as needed.
  - Coordinates PTO sponsored purchases with Central Office, including commensurate gift forms.
  - Optional participation in Wellesley Roundup to enroll new students, as they enter school. Prepares records for discharging students as they leave the school.
  - Handles pre-registration and registration for all kindergarten children including preparation and distribution of kindergarten packets. Schedules screening appointments for kindergarten students.
  - Arranges schedules for special programs and activities, i.e., safety officer, fire department and schedules RIF week, etc.
  - Assists with parent teacher conference schedules. Maintains the schedule on SignupGenius as requested.
  - Produces class lists, designs and sets up class lists for staff, as well as, head check list for nurse and report card grading lists for specialists.
  - Facilitates Building Use requests
  - Processes paperwork related to field trips and buses
  - Assists with processing workers compensation incident reports.
  - Onboards new school personnel.
  - Serves as a guide to new parents, visitors, etc.

- Performs a variety of clerical and typing duties involving:
  - Maintains a complete set of active records and files such as enrollment, progress reports, PTO, and residency.
  - Originates and maintains permanent records for each student in school. This includes preparation of cumulative folder, class list, progress reports, and envelopes and updates contacts.
  - Records test results in student cumulative records and office file records.
  - Organizes, proof reads and copies weekly bulletins, PTO notices to parents, school council notices and minutes, miscellaneous material and distributes and mails as required.
  - Collates, assembles, sorts written material for distribution.
  - Proofreads reports and other typewritten materials.
  - Operates and maintains the laminator and copy machine.
  
- Special Duties:
  - Calls for additional help if covering for the nurse in an emergency and documents care given in the nursing log. Types special medical considerations list for nurse and occasional letters.
  - Provides additional secretarial assistance for specialized educational programs housed in buildings with space availability such as:
    - Before School Care Program
    - Summer School
    - Pre-K and primary language
    - Pre-school Kids Time
    - Wellesley Community Children's Center (WCCC)
  - Assures appropriate contacts have been made in the event a child misses the bus or van at student dismissal. Communicates bus schedule changes to the teaching staff

### **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**