



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Secretary to WHS 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: Wellesley High School Principal

Job Goal: Under the supervision of the Principal of the High School, the secretary performs a variety of administrative and secretarial duties to assist the Principal and to 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 contract

Performance Responsibilities:

- Organize and manage the routine work activities of the High School office.
- Ensure the effective and efficient operation of the High School office by researching and providing information when appropriate and/or by bringing pertinent issues to the attention of the High School Principal.
- Compose letters for Principal's review and signature. Handles phone calls as appropriate.
- Support the High School Principal by monitoring financial accounts administered by the Principal. Make follow-up inquiries as necessary.
- Prepare purchase orders. Verify orders and resolve problems with backorders, items not received, etc. Ensure that orders are delivered to the correct location.
- Track the scholarship spreadsheet for approval by the principal and business office.
- Schedule rooms & maintain room scheduling, including resolving issues and conflicts.
- Process and deposit various forms of payment, such as checks, cash, and tracking of payments on Webtrac/Rectrac.
- Process weekly time sheets; prepare various payroll and personnel reports.
- Assist with assembling interview teams, preparing interview documents, and scheduling interviews.
- Work with the Human Resources office in processing new hires, as needed.
- Receive, sort, and distribute mail, correspondence, and other documents to the High School Principal and other staff members.
- Assist Crisis and Administrative Teams meetings by preparing and distributing agendas, minutes and other documents as required.
- Maintain files in an orderly manner.
- Assist the High School in compiling information and data for various reports.
- Type and duplicate correspondence, documents, spreadsheets, and materials as required.
- Maintain the High School Principal's calendars.
- Ensure the High School calendars contain information that is accurate and current.
- Assist with scheduling meetings and appointments.
- Respond quickly and courteously to all telephone, email, and face-to-face contacts from communications with students, parents, faculty, community members, town organizations, administrators, and vendors.
- Take messages and deliver messages to the High School Principal in a timely manner.
- Assist with substitute teachers and with the AESOP system.
- Assist teachers with vendor and product ordering information.
- Assist with preparations for High School meetings.
- Arrange for staff meetings. Assist in the preparation and distribution of agenda, minutes, and other documents as required.
- Maintain master list of graduation seniors for accurate printing of diplomas. Proofread and review graduation program for Assistant Principal. Prepare diplomas for distribution at graduation.
- Organize and coordinate Academic Awards Assemblies. Responsible for the entire program. Contact parents or recipients and award presenters in advance. Prepare program for assemblies. Prepare and distribute ballots for awards which are determined by student or faculty vote. Ensure awards given by outside source are delivered and ready for presentation at awards assemblies. Perform similar duties for other events: Back to School Night, Eighth grade orientation, coffee with the Principal, student of the quarter breakfast.

- Serves as point of contact for the principal and helps coordinate work as needed.
- Compile data for periodic and special reports.
- Handle large bulk mailings from the Principal.
- Assist with processing workers compensation incident reports.
- Maintain inventory/supplies, facilitate and manage purchases for the Principal's office.
- Assist with the production of the faculty handbook.
- Perform other related duties as assigned by the High School Principal.

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