



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

**Job Description**

**Title:** Secretary to the Director of Technology and the Director of Libraries and Innovation

**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 in the use of Macintosh computers and accessories.
- 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 Technology and the Director of Libraries and Innovation

**Job Goal:** Under the supervision of the Library and Technology Directors, the secretary performs various administrative, accounting, secretarial and computer-related activities to assist the Directors and ensure the smooth and efficient operation of the departments.

**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:**

- Manages calendar and maintains correspondences for the Educational Technology Director.
- Maintains capital and operating expense budgets including generating purchase orders for staff and processing invoices from vendors for all school libraries and technology accounts.
- Performs continuous account reconciliations for technology and libraries.
- Manages and prepares purchase orders for the Libraries and Educational Technologies Departments; maintains purchase order files, verifies orders for completeness and tracks backorders and keeps historical records.
- Orders new applications needed for students.
- Safeguards confidential information.
- Manages annual renewals.
- Conducts inquiries to determine which vendor has the best pricing on technological equipment. Works with vendors to resolve problems with equipment orders.
- Carries out special projects for the department Directors.
- Reads, sorts and directs incoming mail to staff personnel.
- Receives, screens and places telephone calls for the Library and Educational Technologies Departments.
- Compiles materials for meetings and workshops.
- Maintains attendance records and work schedules of department employees.
- Monitors and communicates department schedules.
- Maintains records for lost/found book account.
- Performs other related duties as assigned.

**ESSENTIAL JOB FUNCTIONS:**

**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**