



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Secretary to WMS 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 Middle School Principal

Job Goal: Under the supervision of the principal of the middle 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 -1820 hours per year

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

- Organize and manage the routine work activities of the middle school office.
- Ensure the effective and efficient operation of the middle school office by researching and providing information when appropriate and/or by bringing pertinent issues to the attention of the middle school principal.
- Composes letters for principal's review and signature. Handles phone calls as appropriate.
- Support the middle school principal by monitoring financial accounts, including gift accounts. Makes follow-up inquiry 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.
- Schedule and 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.
- Assist with assembling interview teams, preparing interview documents, and scheduling interviews.
- Work with the Human Resources office in processing new hires, as needed.
- Maintain files in an orderly manner.
- Assist in compiling information and data for various reports.
- Type and duplicate correspondence, documents, spreadsheets, and materials as required.
- Maintain the middle school principal's calendars.
- Ensure the middle school internal and online master events 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 middle school principal in a timely manner.
- Assist teachers with vendor and product ordering information.
- Arrange for staff meetings. Assist in the preparation and distribution of agenda, minutes, and other documents as required.
- Serves as point of contact for the principal and helps coordinate work as needed.
- Compiles data for periodic and special reports.
- Handles large bulk mailings from the principal.
- Maintain inventory/supplies, facilitate and manages purchases for the principal's office.
- Assists with the production of the faculty handbook.
- Perform other related duties as assigned by the Middle School Principal.
- Coordinate all-faculty luncheons/breakfasts.
- Manage professional day forms.
- Acts as liaison to WMS PTO
- Coordinates building keys and access control.
- Collect and distribute academic warnings and progress reports
- Coordinate field trip approvals, and management of fees and forms
- Coordinate translation for ESL families
- Maintain copiers and printers in the main office and teacher workroom, including service calls and ordering supplies.

- Coordinate the distribution of Activity Cards for students who attend after school clubs.

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