



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

**Job Description**

**Title: Secretary to the Preschool Director**

**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:** Director of the Preschool at  
Wellesley

**Job Goal:** Under the direction of the director of the preschool, the secretary performs a variety of secretarial, clerical, typing and related tasks to assist the director of the preschool and the classroom teachers and ensures the smooth, efficient operation of the director'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 – 1820 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:
  - Director of Preschool
  - school events
  - room use in building
- Composes replies for Director's review and signature and independently routes replies.
- 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.
- 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.
- Operates and maintains the laminator and copy machine.

Performs a variety of administrative tasks:

- Serves as liaison between Director's office and Office of Superintendent and other schools and departments.
- Maintains active records and files such as enrollment, registration, electronic records and residency.
- Records test results in student cumulative records and office file records.
- Originates and maintains permanent records for each student in school. This includes reparation of cumulative folder, class list, progress reports, and envelopes and updates contacts.
- 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 preschool children including preparation and distribution of preschool packets. Schedules screening appointments for preschool students.
- Assists with the maintenance of the school budget
- 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.
- 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.
- Arranges schedules for special programs and activities, i.e., safety officer, fire department and schedules Read Across America week, etc.
- Prepares monthly consolidated reports for Central Office.
- Prepares Individual Public School report and year end reports for state.
- Produces class lists, designs and sets up class lists for staff.
- Onboards new school personnel.

- Serves as a guide to new parents, visitors, etc.

**Special Duties:**

- Coordinate support for the IEP process by enrolling students in PSSE, managing meeting arrangements, supporting the IEP creation process, and ensuring all legal timelines are met.
- Coordinate transportation for IEP students if the student qualifies.
- Provide support for the PAWS ESY Program. Manage the registration, create database, manage attendance, and support teachers and parents.
- Manage the tuition/billing process for all general education, tuition students.

**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**