



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

**Job Description**

**Title: Secretary, Middle School Guidance**

**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 Middle School Guidance

**Job Goal:** To represent the guidance office as the first point of contact in a professional, friendly manner. Perform a variety of administrative and secretarial tasks to various degrees of complexity. Assist in accurate and timely completion of tasks. Maintain database for several duties in the department. Welcome inquiries and requests from guidance counselors, students, parents, and public.

**Work Year:** A .93 Full time equivalent is an 11-month position – 1695 hours annually

**Salary/Benefits:** According to the WEA - Unit D contract

**Performance Responsibilities:**

- Answer phones, take accurate messages and screen/direct calls to the appropriate guidance office staff.
- Schedule appointments for counselors and director upon request, send mailings with labels, print report cards, provide lunch group passes, request and file transcripts for new students.
- Take initiative by checking in regularly with guidance counselors and director about what they need.
- Proactively prepare materials for annual lessons and routines of the department.
- Assist with the maintenance of the Director of Guidance's Google calendar and tasks. Coordinates reminders to ensure the smooth operation of the Guidance Department.
- Give regular status updates to counselors (ie, signed 504's, mailing of withdrawal forms, date of when report cards will be printed).
- Distribute weekly students' data sheets and input the data.
- Maintain organized databases for private school applications, new students, withdrawing students, and 504 plans.
- Assist with organizing online career planning curriculum for Grade 8 students
- Keep organized filing cabinets with essential paperwork including confidential release forms, 504 guides, and course selection sheets.
- Oversee the registration of new students by collaborating with central office registrar and main office staff, scheduling of appointments for counselors, and corresponding with PTO regarding new parent/student orientation.
- Periodic review of budget with the Director of Guidance.
- Maintain inventory/supplies, facilitate and manage purchases for the department.
- Manage private school application process by initiating the updating of the guidance website with important dates and information, provide parents with release forms and information, send recommendation forms to teachers, mail all transcripts and recommendations to private school.
- Assist with Grade 8 course selection by scheduling student appointments for counselors and special educators
- Prepare folders with labels for incoming 6th graders.
- Email 504 plans and meeting invitations for 504's to staff via Powerschool special education.
- Do outreach when needed and answer questions for secretaries from various offices and schools.
- Assist the special education department with administrative duties when needed.
- Distribute Guidance Counselors and the Director of Guidance's mail.
- Willingness to adjust to the changing needs of the department, with the flexibility to meet those work needs and demands
- Performs all other duties as assigned

### **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**