



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: High School Receptionist

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.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- 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: Primary responsibility is the receptionist of Wellesley High School during peak school hours. The position interacts with parents, students, staff, and vendors. Answers the telephone, answers/opens the locked front door, signs in and directs visitors to the school. Assists the High School in email communications home to families for outstanding financial obligations, purchase orders communication to the business office and support of the Principal's secretary and office needs.

Work Year: A .39 Full time equivalent is 182 days - 180 school days plus 2 days before school begins 9:00 am-1:00 pm school days (except half days - flexible schedule but 3.9 hours each day)

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:

- Greets all visitors courteously, determines their needs and directs them to the proper person.
- Communications to families and follow up regarding outstanding balances of activity fees.
- Opens the locked front door. Answers the phone and direct visitors to the appropriate location.
- Uses the intercom to make school announcements.
- Covers for the High School Secretary during vacations and breaks.
- Performs clerical duties and assist where needed or requested.

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