



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**  
**Job Description**

**Title: Administrative Assistant to the Directors of Library and Innovation and Educational Technology**

**Job Summary:** Responsible for the administrative coordination of the Technology Department and for supporting the Department of Libraries and Innovation. Under the Director of Educational Technology, the incumbent performs a variety of administrative duties and carries out various assignments which are an extension of the Director's responsibilities.

**Performance Responsibilities:**

Administration

- Maintain the Director of Educational Technology's schedule, including arranging appointments and meetings.
- Receive, place and screen telephone calls for Director of Educational Technology.
- Review hourly weekly timesheets for Director of Educational Technology's approval for hourly staff.
- Maintain attendance calendar for the Technology staff.
- Provide administrative support to the Director of Libraries and Innovation for special projects as required.
- Other duties as assigned by the Director of Educational Technology and the Director of Libraries and Innovation.

Accounting, Purchasing, and Accounts Payable

- Maintain and track expenses for the Technology capital and operating budgets to ensure expenses do not exceed the approved fiscal year budget.
- Maintain and track expenses for the Libraries and Innovation operating budget to ensure expenses do not exceed the approved fiscal year budget.
- Review with IT Operations Manager bid inquiries/requests for hardware and software purchases.
- Manage the Apple Volume Purchase Program by creating proposals, getting approvals, and placing the orders.
- Gather and submit the essential e-Rate documents monthly to the management/consulting vendor for validation of e-Rate pricing at year end.
- Prepare/Review and enter purchase requisitions for accuracy of account information and available funding for Technology and Library Departments.
- Monitor and review with the IT Operations Manager outstanding/open purchase orders.
- Monitor Technology Open Purchase Orders; follow up with vendors on outstanding product

shipments, pending shipment information, and expected receipt of products and/or completion of services.

- Assist IT Operations Manager in resolving outstanding equipment or services for Technology purchases with the Vendors.
- Reconcile and provide updates on all Technology and Library outstanding purchase orders from MUNIS-generated reports from the Business Office.
- Refer unresolved matters and/or concerns within the Technology and Library departments relative to budgetary/financial discrepancies, backlog issues, missing products or contract discrepancies to the Director of Educational Technology and IT Operations Manager or to the Director of Libraries and Innovation.
- Review all incoming invoices for accuracy of goods and/or services and completeness of the purchase order and obtain payment approvals.
- Keep up-to-date vendor contact information including sales, renewals, and billing.
- Maintain and update on an as needed basis the District-Wide License Renewal Worksheet to monitor all agreements in place for the software operations required for the Technology Department within Wellesley Public Schools.
- Oversee, maintain, and update on an as needed basis the District-Wide Technology Software License Renewal Worksheet Annual Renewal Contracts, containing vendor information, previous year pricing, license counts, etc.
- Oversee and maintain the District-Wide Library Software License Renewal Worksheet with Annual Renewal Contracts, containing vendor information, previous year pricing, license counts, etc.
- Attend professional development as directed.

#### **Qualifications:**

- A Bachelor's Degree is preferred.
- Prefer a minimum of three years office experience in a public school setting.
- Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.
- Proficiency in tracking expenses.
- Excellent attention to detail.
- 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 AESOP, Novatime, Apple Ecommerce Website, and MUNIS or similar accounting software applications preferred.
- Demonstrates strong analytical skills.
- Ability to quickly learn new platforms.
- Excellent verbal and written communication skills.
- Ability to maintain confidentiality with sensitive information.
- A high degree of organizational, time management and problem-solving 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 relate in a positive manner with members of the public, parents, staff and students.

**Evaluated by:** Director of Educational Technology and PreK-12 Director of Libraries and Innovation

**Work Year:** As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

**Salary/Benefits:** As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

**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 will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and 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 will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**Non-Discrimination Statement:**

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

**SC Approval Date: 08/04/23**

**Formatting and minor revisions: 02/11/26**