



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: High School Guidance Receptionist

Job Summary: Under the general supervision of the principal at Wellesley High School and in coordination with the principal's secretary, the main office secretary performs a variety of administrative, secretarial, and clerical tasks to help ensure the smooth, efficient operation of the school.

Performance Responsibilities:

- Coordinate morning and afternoon verbal and online daily announcements including the Pledge of Allegiance.
- Manage staff absences and substitute teaching assignments including lesson plans.
- Audit time records in Novatime vs. AESOP for accuracy.
- Receive, sort, and distribute mail, correspondence, and other documents to the high school principal and other staff members, as needed.
- 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 high school in a timely manner.
- Troubleshoots all incoming issues that come into the WHS main office.
- Buzz people into the building through the school security system.
- Manage student and visitor sign-in/passes.
- Provides coverage for the other high school secretaries during lunch or their absences, if requested.
- Coordinate the school's lost and found items.
- Facilitates work permits for WHS students.
- Facilitate student/guidance counselor interaction.
- Facilitate college application process, including processing transcript requests, Naviance reports, on-site college visits, College Night, Arena Day, and other guidance-sponsored events.
- Provide additional support to Principal, Assistant Principals and Main Office staff as needed.
- Performs other related duties as requested.

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, Teachpoint, 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 Guidance (9-12)

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: 12/08/20

Formatting and minor revisions: 02/11/26