



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

**Title: High School Main Office Secretary**

**Job Summary:** 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, generates purchase orders, communicates with the business office, and supports the Principal's secretary with office needs.

**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. Answer 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 assists where needed or 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.
- 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

**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: 12/8/2020**

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