



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: High School Secretary to the Athletic Director

Job Summary: To represent the athletic office as the first point of contact. In support of the middle and high school athletic programs, performs a variety of administrative and secretarial tasks of various degrees of complexity under minimal supervision. Assists in accurate and timely completion of reports. Maintains database for several programs. Interacts with and handles inquiries for all levels of school administration, school personnel, students, parents and the public.

Performance Responsibilities:

- Takes incoming telephone calls and replies or calls back as necessary.
- Maintains database for athletes including records of participation, awards, physicals, suspensions.
- Places purchase orders; maintains purchase log; follows up on back orders; maintains purchase records.
- Ensures that online fees are received prior to the start of the athletic season. Assists with athletic refunds.
- Coordinates scheduling of Wellesley athletic facilities and issues contracts as necessary.
- Distributes mail and correspondence to coaching staff.
- Provides schedules, rosters, etc. to area newspapers, web companies, vendors.
- Communicates with the Human Resources Department that new hires have been SORI, CORI, fingerprint, and I-9 cleared prior to starting employment. Schedules interviews for the Athletic Department. Fills out personnel action forms to assist with the processing of stipends and new hires.
- Willingness to adjust to the changing needs of the department with flexibility to assist and meet those work needs and demands within the main office setting.
- Works closely with support groups (Boosters club) in preparation and planning of banquets and other team functions.
- Maintains directions to all “home and away” sites. Disburses the information to appropriate parties as requested.
- Assists student athletic groups in the purchase of “spirit” clothing (jackets, shirts, etc.) Collects payments and ensures accurate financial accounting.
- Maintains the athletic bulletin boards: posting of media articles and announcements. Prepares announcements.

- Assists coaching staff with document preparation.
- Prepares visiting team rosters for contests when necessary.
- Maintains and distributes certificates of insurance for use of private athletic facilities.
- Assists the Athletic Director with the functions listed below:
 - a. Assignment and payment of officials
 - b. Schedule athletic contests
 - c. Schedule, monitor and payment of athletic buses
 - d. Assist to plan and conduct senior athletic awards in June
 - e. Plan and conduct eighth grade orientation evening in May
 - f. Schedule athletic transportation including the Raider van
 - g. Schedule athletic facilities
 - h. Prepare documents for Bay State Conference, coordinate Wellesley High School programs with the conference and for the Middlesex Middle School Athletic League
 - i. Register and certify eligibility of all student athletes
 - j. Game cancellations and postponements
 - k. Work with appropriate media for public relations
 - l. Student, staff and contest record keeping
 - m. Maintenance of recognition program of "Scholar Athletes"

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.
- Support the overall school mission, vision, and policies and procedures.
- 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.
- The ability to work a flexible schedule including evenings is required.

Evaluated by: Director of Interscholastic Athletics and Intramurals

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