



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

**Title: Secretary to Director of METCO**

**Job Summary:** To provide the necessary clerical and administrative responsibilities required to assure the smooth, efficient operations of the METCO Program.

**Performance Responsibilities:**

- Answers phones, takes messages and screens/directs calls to the appropriate METCO staff.
- Meets bi-weekly for check-ins with the Director of Diversity, Equity and Inclusion.
- Communicates daily with transportation providers, bus monitors, METCO staff, principals, parents and METCO Inc. regarding schedules and bus issues; gives bus monitors daily instructions about the route, or any other related information such as dismissal changes for students.
- Coordinates all Boston parent meetings; locates and confirms meeting sites with appropriate City of Boston community centers.
- Coordinates and updates the Wellesley METCO Program website.
- Responsible for maintaining the Wellesley METCO Technology Inventory (iPads, WiFi Hotspots).
- Works with monitors, drivers, parents, school faculty, METCO Director and METCO staff to implement strategies that address behavior on Boston buses.
- Coordinates regular, late, and special event/field trip transportation for students to Boston and works with the Director to develop bus routes.
- Family Friends Program/ Stay Day Program - Ensures that Family Friend Coordinators communicate regularly with Boston families. Informs schools which students are staying for Stay Day. Coordinates Stay Day transportation.
- Placement / New Parent orientation - Schedules interview with prospective families, prepares placement packets, keeps updated academic/health records for incoming students, plans New Parent Orientation, coordinates transportation for new parent orientation.
- Spring/End of Year Awards Ceremony - Works with METCO staff to organize catering and confirms arrangements, requests faculty nominations / selection of students for awards, mails award notifications to faculty and parents, completes program booklet and certificates, orders trophies and plaques.
- Responsible for sending out monthly program newsletter via School Messenger.
- Serves as secretary to the METCO office and the Director of Diversity, Equity and Inclusion; provides information; prepares correspondences and related matters; prepares and maintains files and records; assists teachers, parents and students, as needed.

- Maintains all METCO program records in compliance with state and federal guidelines and District policies.
- Assists with scheduling for the Director of METCO and the Director of Diversity, Equity and Inclusion using Google calendar and reminders to ensure the smooth operation of the METCO program.
- Schedules conferences and programs as required including creating a schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).
- Maintains records and generates reports, as requested.
- Audits AESOP and Novatime and serves as the first line approver of data.
- Assists and answers questions for secretaries from various offices and schools.
- Assists in entering data for new and previous students in the student information system.
- Composes letters, memoranda and reports independently and accurately.
- Maintains inventory/supplies, facilitates and manages purchases for the department.
- Collaborates with the Human Resources Department to ensure that all employees, tutors, and volunteers are CORI, SORI and fingerprint cleared.
- Performs other job-related responsibilities 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
- Knowledge of the METCO program is preferred.
- 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.
- 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:** The Director of Diversity, Equity and Inclusion and the Director of METCO

**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**