



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Secretary to the High School Director of Guidance

Job Summary: To represent the guidance office as the first point of contact in a professional, friendly manner. Perform a variety of administrative and secretarial tasks to various degrees of complexity. Assist in accurate and timely completion of tasks. Maintain databases for several duties in the department. Welcome inquiries and requests from guidance counselors, students, parents, and the public.

Performance Responsibilities:

- Handle routine inquiries about college application, transcripts, scholarships, standardized testing schedules, AP tests, crisis intervention services, teacher contacts.
- Schedule appointments upon request, send mailings with labels, print report cards.
- Take initiative by checking in regularly with Guidance Counselors and Director about what they need.
- Proactively prepare materials for annual lessons and routines of the department.
- Assist with the maintenance of the Director of Guidance's Google calendar and tasks. Coordinate reminders to ensure the smooth operation of the Guidance Department.
- Process all requests for college transcripts; ensuring accuracy of documents and supporting paperwork.
- General Support of Guidance Counselors and school Social Worker.
- Coordinate registration and payments for annual PSAT and AP testing.
- Coordinate and organize local, regional and national scholarship information and ensure distribution to students and parents.
- Distribute weekly students' data sheets and input the data.
- Periodic review of budget with the Director of Guidance.
- Maintain inventory/supplies, facilitate and manage purchases for the department.
- Prepare folders with labels for incoming 9th graders.
- Do outreach when needed and answer questions for secretaries from various offices and schools.
- Distribute Guidance Counselors and the Director of Guidance's mail.
- Willingness to adjust to the changing needs of the department, with the flexibility to meet those work needs and demands.
- Perform all other duties as assigned.

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.
- 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