



WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description

Title: Secretary to Middle School, Data Processing Coordinator

Job Summary: Under the general direction of the principal, the Data Processing Coordinator coordinates the production of reports, performs data verification and input and performs other related administrative duties to assist in the operation of the main office.

Performance Responsibilities:

- Maintain the student information system ensuring information accuracy for each student profile.
- Responsible for managing student movement in Powerschool, adding and deleting students as needed.
- Assistant in the annual development of student and staff schedules in Powerscheduler and manage student schedules in Powerschool through the school year, as needed.
- Manage the daily attendance.
- Update information and send files to the teachers to produce report cards.
- Coordinate and distribute report cards/grading information.
- Receives and uploads report card data. Verifies the information and organizes final progress reports and report cards for distribution.
- Exports information from PowerSchool into a variety of formats so that the data can be used for additional purposes.
- Assist in preparing official October census report for the Department of Elementary and Secondary Education.
- Collect and report school data.
- Maintain class lists.
- Input data for development of the master schedule.
- Share responsibility for visitors, doors and phones.
- Work closely with the Data Manager and school administration to develop new reports for the middle school.
- Maintain an organized, clean work environment.
- Attends training programs as required to become familiar with new data processing systems and reports.
- Performs secondary responsibility for substitute staff and management of AESOP.
- 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.
- 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 - as well as Filemaker Pro - 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: Wellesley Middle 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: 03/05/21

Formatting and minor revisions: 02/11/26