



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

**Title: Secretary to Middle School Department Head Special Education**

**Job Summary:** To provide the necessary clerical responsibilities required for the administration of the school district in order to assure the smooth, efficient operation of the middle school special education office.

**Performance Responsibilities:**

- Answer phones, take messages and screen/direct calls to the appropriate special education staff.
- Provides information; prepares correspondences and related matters; prepares and maintains files and records; assists all department members, parents and students.
- Maintain all special education program records in compliance with state and federal guidelines and District policies.
- Prepare, copy and distribute all necessary paperwork to facilitate IEP meetings.
- Maintain accurate and complete case load files, track deadlines for IEPs and notify staff in advance of deadlines.
- Schedule conferences and programs as required, including creating schedules, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.)
- Maintains records and generates reports, as requested.
- Coordinate, compile and send progress reports to parents quarterly.
- Assist with the placement of substitutes ensuring an accurate record in AESOP.
- Monitor daily and audit AESOP and Novatime and serve as the first line approver of data.
- Assist and answer questions for secretaries from various offices and schools.
- Assists in maintaining data for students in the Special Education module of the student information system.
- Compose letters, memoranda and reports independently and accurately.
- Maintain inventory/supplies, facilitates and manages purchases, and maintains the department budget.
- Collaborates with the Human Resources Department to ensure that all potential employees, tutors, and volunteers hiring documentation is complete.
- Assists with coverage of the guidance office during lunch, vacation, and breaks.
- Manage the department head and team chair online schedule of meetings.
- 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, 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:** Department Head of Special Education (6-8)

**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**