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itl Secretary to Elementary Principal

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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.

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Serves in a secretarial capacity performing duties including:

Reads incoming mail, assembles and attaches appropriate data from file andoutes mail that does not require supervisor's attention.

Keeps an active calendar of appointments for:

principal school events room use in building after school use of building

Composes replies for principal's review and signature and routes replies on own.

Answers phones, takes messages and screens/directs calls to the appropriate staff.

Monitor door security through the school security system.

Tracks student attendance. Verifies student absences daily in Powerschool.

Follows up with parents as needed.

Handle school lunch orders, as needed.

Performs a variety of administrative tasks:

Serves as liaison between principal's office and office of Superintendent and other schools and departments.

Assists with the placement of substitutes ensuring an accurate record in

Audits A ESOP and Novatime ensuring accuracy and serves as the first line approver of data.

Assists with the maintenance of the school budget.

Maintains inventory in the supply room.

Facilitates and manages purchases for the school by ordering and receiving inventory/supplies, reconciling orders, resolving back orders and maintaining proper inventory levels. Support teacher orders as needed.

Coordinates PTO sponsored purchases with Central Office, ask

Performs a variety of clerical and typing duties involving:

Maintains a complete set of active records and files such as enrollment, progress reports, PTO, and residency.

Originates and maintains permanent records for each student in school. This includes preparation of cumulative folder, class list, progress reports, and envelopes and updates contacts.

Records test results in student cumulative records and office file records. Organizes, proof reads and copies weekly bulletins, PTO notices to parents, school council notices and minutes, miscellaneous material and distributes and mails as required.

Collates, assembles, sorts written material for distribution.

Proof reads reports and other typewritten materials.

Operates and maintains the laminator and copy machine.

Special Duties:

Calls for additional help if covering for the nurse in an emergency and documents care given in the nursing log. Types special medical considerations list for nurse and occasional letters.

Provides additional secretarial assistance for specialized educational programs housed in buildings with space availability such as:

Before School Care Program

Summer School

Pre-K and primary language

Pre-school Kids Time

Wellesley Community Children's Center (WCCC)

Assures appropriate contacts have been made in the event a child misses the bus or van at student dismissal. Communicates bus schedule changes to the teaching staff

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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 may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

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