WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: High School Guidance Receptionist
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.

Performance Responsibilities:
● Coordinate morning and afternoon verbal and online daily announcements including the
Pledge of Allegiance
● Manage staff absences and substitute teaching assignments including lesson plans
● Audit time records in Novatime vs. AESOP for accuracy
● Receive, sort, and distribute mail, correspondence, and other documents to the high school
principal and other staff members, as needed.

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

School Committee Approval Date: 12/8/2020