

**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**

**Job Description**

**Title: Secretary, Middle School Main Office**

**Qualifications:**

**Salary/Benefits:** According to the WEA Unit D bargaining unit contract

**Performance Responsibilities:**

- Coordinate morning and afternoon daily announcements
- Manage the main office front desk and phones
- Manage student and visitor sign-in/passes
- Coordinate school bulletin boards and visual displays
- Coordinate assembly seating and logistics, as needed
- Manage the student lockers including lock combinations
- Provide additional support to Principal, Assistant Principals and Main Office staff as needed
- Provide back-up support for daily absences/tardy reporting
- Receive, sort, and distribute mail, correspondence, and other documents to the middle school principal and staff.
- Provide on-site bus coordination for field trips
- Coordinate the cafeteria tables and lists for all grades
- File, maintain and organize the student cumulative files
- Share responsibility for visitors, doors and phones
- Collate and distribute the classroom emergency folders
- Coordinate the school's lost and found items
- Maintain an organized, clean work environment.
- Performs other job related responsibilities as requested
- Assist with MCAS testing as directed.

**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 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 frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include 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 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.

**School Committee Approval Date: 12/8/2020**