

Secretary to the Wellesley Middle School Assistant Principals

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) is required.

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

Routinely meets and interacts with the public, staff, and students in situations which require tact, discretion and courtesy.

Performs a wide variety of clerical duties, including but not limited to communicating, emailing, memoranda, reports, bulletins, handbooks, questionnaires, purchase orders, and other materials.

Receives and resolves concerns and complaints, using knowledge of school policies, procedures, rules, and requirements.

Establishes, maintains, and monitors confidential systems in an accurate and efficient manner.

Coordinates placement of substitutes ensuring an accurate record in AESOP.

Audits AESOP and Novatime bi-weekly

Assist Principal's secretary with projects when necessary.
Create electronic check out systems for teachers.
Assist with opening and closing of school.
Assist with planning and execution of end of year activities.
Maintain distribution list of supervisory duties from Assistant Principal.
Collect money for lost books from students and parents during the summer.
Note taker for various meetings when requested.

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.