WELLESLEY PUBLIC SCHOOLS
Wellesley, MA
Job Description
Title: School District Registrar/Human Resources Assistant
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. ● 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-

represents the "face" of the district and requires a congenial, helpful and responsive attitude.
Work schedule shall encompass regular central office hours established by the administration.

Work Year: A full time equivalent is a 12-month position - 1820 hours per year

Salary/Benefits: According to the WEA Unit D contract

Performance Responsibilities:
● Serves as the Receptionist for central office. Greets visitors, and answers the District
main phone line. Handles calls and complaints in a brief and expeditious manner when
necessary and subsequently reports such calls to departments or individuals concerned.
● Establishes and maintains cooperative, courteous and effective working relationships
with those contacted during the performance of required duties, including district
personnel, students, parents, and the community.
● Prepares accurate and thorough work in maintaining student records and
registering and withdrawing students according to established district procedures.
● Enrolls new students and obtains, verifies, and passes along a variety of student
records such as grades, transcripts, immunization records, cumulative folders, and
general student data in a respectful and confidential manner.
● Works with the Director of Student Services to identify incoming students who
have an Individualized Education Plan (IEP), private school students residing in
Wellesley for whom an evaluation request has been made, or for students who
qualify under McKinney-Vento status.
● Develops, updates, and maintains forms for use in registering students; orders and
maintains supplies for the office.
● Communicates by phone, email, and/or facsimile with other schools or outside
agencies regarding student records.
● Plans and organizes tasks; works independently with little direction.
● Assists the Human Resources Department with general office duties such as filing,
copying, contacting families via phone or mailing, typing letters, and managing the
retention of student records.
● Orders and maintains supplies for the Business and Human Resources Offices.
● Assists with maintenance of the CORI, SORI and fingerprint database. Submits all
CORI applications to the State’s Department of Criminal Justice Bureau. Sends
correspondence to CORI applicants as necessary.
● Creates new hire identification badges. Ensures accuracy of active employees in the
security system.
● Responds to emails from the “AskHr@Wellesleyps.org” help desk.
● Completes verification of employment forms and drafts verification of employment
letters.
● Occasionally drives to school or other nearby locations to pick up or deliver supplies.
● Serves as back up to the Human Resources Secretary and Human Resources
Administrative Assistant to Director of Human Resources.
● Fills out and files unemployment claims.
● Posts job openings on Schoolspring, recruitment websites, colleges and in newspapers,
as needed.
● Assists at job fairs, as needed.
● Performs various general secretarial and clerical duties to assist the Business

Office and the Human Resources Department as requested.
Essential Functions of the Job:
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