

WEYMOUTH PUBLIC SCHOOLS

Job Description

Title: Education Support Professional - Clerical

Responsible To:

The Clerical Education Support Professional is directly responsible to the Building Administrator(s)

Qualifications:

1. Have obtained an associate (or higher) degree, or
 - a. Have at least two years of post-secondary education that is equivalent to at least 48 credit hours from an accredited higher education institution, or
 - b. Have met a rigorous standard on one of the formal Massachusetts-endorsed Assessments: Parapro or WorkKeys
2. Minimum 1 year's office experience preferred
3. Competent with computers, physical and digital filing and typing and Google Suite

General Summary:

The Clerical Education Support Professional supports and carries out responsibilities determined by the Building Principal and/or Associate Principal and/or Assistant Principal and/or Dean to meet the needs of the school. The Clerical Education Support Professional is directly involved with assisting the office staff in maintaining building operations. The Education Support Professional understands boundaries and diplomacy with colleagues, families and community members and communicates information for or from parents/guardians to the Building Administrator(s).

Specific Duties:

1. Answer and direct telephone calls
2. Assist in the management of student late arrivals/early dismissals, visitors/substitutes to the buildings
3. Provide coverage for parent/staff, IEP, Specialist meetings
4. Assist with the student registration process
5. Sort & distribute daily mail, use of office equipment, telephones, copiers, fax, laminator, computer software
6. Typing correspondence, memos, and sorting, filing and maintaining filing system
7. Maintain inventory of office supplies
8. Assist with processing of purchase orders/requisitions, invoices
9. Assisting school office personnel
10. Any other duties as assigned by the Building Administrator(s)

Other Skills and Abilities Required:

- Professionalism, discretion and ability to work with minimal supervision
- Strong attention to detail and ability to multitask
- Excellent verbal and written communication, problem solving and organizational skills
- Ability to operate computers, use Google Suite, Aspen X2 and other required programs
- Ability to exercise patience, tact and good judgment

- Ability to identify sensitive information and maintain confidentiality
- Ability to succeed in complex and changing environment
- Model appropriate tasks, skills and behaviors for students
- Establish and maintain effective working relationships with students, staff and the school community
- Model appropriate tasks, skills and behaviors for students

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee may occasionally lift and/or move up to 50 pounds. At times may need to use physical guidance to assist students. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk long distances; use hands to handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of computers is required. The employee will be required to respond quickly in the event of emergencies.

Work Environment:

The noise level in the work environment is usually moderate to loud. There are often multiple adults engaging with students within the same environment. The employee is required to regularly interact with the students, staff and the public. May be required to work in the following environmental conditions: dusty, cold, hot, indoor and outdoor.

Fair Labor Standards Act (FLSA) Classification:

This position is classified as Non-Exempt.

Terms of Employment:

184 work days as specified under the provisions of the Weymouth Educators Association (WEA) Unit D Contract. Employment based on successful completion of a CORI background check.

EQUAL OPPORTUNITY EMPLOYER

Weymouth Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.