

WARE PUBLIC SCHOOLS  
JOB DESCRIPTION

**TITLE OF POSITION:** Administrative Assistant for Special Education

**QUALIFICATIONS:** Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred. Experience in communicating with the public and special education paperwork preferred.

**REPORTS TO:** Director of Special Education

**JOB MISSION:** Health/Safety and student achievement. Assists Special Education Director in organizing and

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Type confidential correspondence
- Answers the office phone and takes messages
- Schedules all special education team meetings
- Prepares purchase orders as requested
- Compile and maintains a list of all students who are in out-of-district placements and the costs
- Maintains circuit breaker data and enters same in the computer system
- Enters data into IPASS and SIMS as required
- Maintains the file of all special education students
- Assists in the preparation of the special education budget
- Monitors the spending of special education funds
- Arranges all special education transportation
- Assists with the correspondence, staff notification, progress reports and transportation for summer services
- Supports the overall effort of the office of special education and the office of the superintendent

2017-2018

**Ware Public Schools**  
**JOB DESCRIPTION**

**TITLE OF POSITION:** Bookkeeper/Business Office Assistant

**QUALIFICATIONS:** Appropriate licensure, certification, experience or education. Familiarity with general computers operations, use of e-mail and access to the web preferred.

**REPORTS TO:** Superintendent and Office of Business Services

**JOB MISSION:** Health/Safety and student achievement. To assist the Business Department in managing the business operations of the school by performing many routine bookkeeping functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Managing all aspects of accounts receivable and accounts payable
- Preparing and processing payroll and accompanying reports
- Administering of employee benefit plans
- Maintenance of personnel benefits and reports
- Employment eligibility verification; Massachusetts Teacher Retirement board (MTRB), reporting Hampshire County Retirement; all employee benefits
- Providing administrative support to the front desk

2017-2018

WARE PUBLIC SCHOOLS  
JOB DESCRIPTION

TITLE OF POSITION: Executive Secretary to the Superintendent of Schools

QUALIFICATIONS: High School Diploma, basic computer and technology skills, experience in communicating with the public and successful secretarial experience preferred. To be able to work collaboratively with other Central Office and School District Personnel (i.e. Director of Business Services, Bookkeeper for Accounts Payable/Receivable, Director of Special Education, Receptionist/Administrative Services & Support, Assistant to the Director of Special Education etc.

REPORTS TO: Superintendent

JOB MISSION: Health/Safety and student achievement. To assist the superintendent in all phases of managing the school district.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as confidential secretary to the Superintendent of Schools
- Handles phone calls for the Superintendent and refers calls to the staff members as appropriate
- Makes appointments and maintains the Superintendents date calendar
- Responds appropriately to requests for information, takes messages and gets as much background information as possible
- Opens mail, reviews and passes on to the Superintendent and then routes any other mail to the appropriate staff members
- Prepares agendas and necessary materials for all school committee meetings
- Posts all school committee meeting dates with the Town Hall, Central Office bulletin board, schools and school website
- Maintains active and inactive personnel records as directed by the Superintendent and prepares personnel-related written communication to all staff members
- Types material and reports as necessary to meet all legal requirements and mandates from the Department of Education as directed by the Superintendent of Schools
- Maintains and keeps current all information concerning teacher certification/recertification and keeps PDP's on file for each teacher
- Keeps updated data on all new employees for school system (i.e. certifications, transcripts)
- Maintains a regular filing system and process incoming correspondence as instructed
- Keeps the District Policy Book updated at all times
- Keeps the District Safety Plan Book updated
- Prepares vacancy postings within the schools
- Keeps accurate and up-to-date records of absences, personal days, conferences and vacation leave for entire school district

- Prepares opening day packet for all incoming staff members
- Maintains information and record files for the district and makes such files available to authorized personnel
- Prepares school calendar for upcoming school year
- Processes all CORI information and required background checks (fingerprinting)
- Maintains and distributes all staff seniority lists
- Performs other such duties as required and/or assigned by the Superintendent

2017-2018

**WARE PUBLIC SCHOOLS  
JOB DESCRIPTION**

**TITLE OF POSITION:** Receptionist/Administrative Services & Support

**QUALIFICATIONS:** High School Diploma, basic computer and technology skills, experience in communicating with the public and secretarial experience preferred. Familiarity with general computers operations, use of e-mail and access to the web preferred.

**REPORTS TO:** Superintendent

**JOB MISSION:** Health/Safety and student achievement. Organize and maintain documents for information used to assist volunteers, substitutes, visitors to Central office, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Types confidential correspondence
- Answers all incoming calls, directs calls and takes messages
- Monitors the entry to the Central Office and maintains the sign-in book
- Prepare Early Childhood Program deposits
- Provides backup for entering payroll data and accounts payable
- Facilitates the substitute list for the district
- School choice record keeping for DOE reporting
- School attending report - January 1<sup>st</sup>.
- Marquee/Public Relations/Bulletin Boards/News Article Book
- Support of the overall efforts of the Central Office

2017-2018