WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title:

Work Year: A full time equivalent is a 12-month position – 1,820 hours annually

Salary/Benefits: According to the WEA Unit D contract

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.