

Contract
Between
The Medford Educational Secretaries
Local 3338
AFSCME Council 93
And
The Medford School Committee

July 1, 2024 through June 30, 2027

Table of Contents

Agreement.....	3
Preamble.....	3
Article I - Recognition.....	3
Article II - Agency Service Fee.....	4
Article III - Dues Deduction.....	5
Article IV - Local 3338 Activities and Responsibilities.....	5
Article V - Management Rights.....	6
Article VI - No Strike Clause.....	7
Article VII - Non-Discrimination.....	7
Article VIII - Civil Service.....	8
Article IX - Just Cause.....	8
Article X - Grievance and Arbitration Procedure.....	8
Article XI - Hours of Work.....	10
Article XII - Salaries.....	12
Article XIII - Longevity.....	12
Article XIV - Holidays.....	13
Article XV - Vacations.....	13
Article XVI - Transfers, Promotions & Reclassifications.....	15
Article XVII - Insurance.....	16
Article XVIII - No School Days.....	17
Article XIX - Personal Leave Days.....	17
Article XX - Bereavement Leave.....	17
Article XXI - Extended Leave of Absence.....	18
Article XXII - Jury Leave.....	18
Article XXIII - Court Leave.....	19
Article XXIV - Sick Leave.....	19
Article XXV - Maternity Leave.....	20
Article XXVI - Personal Safety.....	21
Article XXVII – Time Reporting.....	22
Article XXVIII – Professional Development, Mentoring, and Performance Evaluation.....	23
Article XXIX - Miscellaneous Provisions.....	25
Article XXVIII - Severability Clause.....	29
Article XXIX – Duration.....	30
Appendix A - Written Grievance Form.....	31
Appendix B - Salary Schedule.....	32
Appendix C – Annual Performance Evaluation Form.....	34
Appendix D – Job Descriptions.....	38

Agreement

Pursuant to the applicable provisions of Chapter 150E of the General Laws of Massachusetts, this Contract is made by and between the SCHOOL COMMITTEE OF THE CITY OF MEDFORD (hereinafter sometimes referred to as the Committee) and the MEDFORD EDUCATIONAL SECRETARIES LOCAL 3338 – AFSCME – COUNCIL 93 (hereinafter sometimes referred to as Local 3338).

Preamble

Recognizing that our prime purpose is to provide secretarial services of the highest possible quality for the Public Schools of Medford and that good morale within the secretarial staff of Medford is essential to achievement of that purpose, we, the undersigned parties of the collective bargaining agreement, declare that:

- a. Fulfillment of this can be facilitated and supported by consultation and free exchange of views and information among the Committee, Superintendent and the secretarial staff;
- b. The Collective Bargaining Agreement has as its purpose the promotion of harmonious relations between the employer and Local 3338, and the establishment of an equitable and peaceful procedure for the resolution of differences, the establishment of rates of pay, hours of work and other conditions of employment.

Article I - Recognition

Section 1. The Committee recognizes Local 3338 for the purpose of collective bargaining as the exclusive bargaining representative for the employees in the following unit except managerial and/or confidential employees as defined in the said Chapter 150E:

Full-time and part-time permanently appointed school secretaries and school administrative assistants employed by the Medford Public Schools as certified on November 4, 1980, Case No. MCR-3113, by the State Labor Relations Commission, Commonwealth of Massachusetts.

Section 2. Full-time school secretaries and administrative assistants shall include all secretaries and administrative assistants appointed on a non-intermittent provisional basis.

Section 3. It is agreed that the positions of Administrative Assistant to the Superintendent of Schools, (two (2) positions, Administrative Assistant to the Director of Finance and Operations and the secretaries to the Assistant Superintendent of Schools (two (2) positions) are excluded from the above bargaining unit because of their confidential status within the meaning of Chapter 150E.

Article II - Agency Service Fee

As a condition of employment during the life of this Agreement, any employee employed in the bargaining unit represented by Local 3338 who chooses not to join and thereby pay regular dues to Local 3338 shall pay an agency fee to Local 3338 that is equal in amount to the dues of Local 3338 subject to the proportionate rebate procedure for certain non-collective bargaining related expenditures as set forth in Chapter 150E, Section 12, of the General Laws. The agency service fee shall be payable on or after the thirtieth day following the commencement of employment in the bargaining unit or the effective date of this Agreement, whichever is later, and shall be collected and paid in the same procedural manner as are regular dues.

The agency service fee shall not be payable until the thirtieth day following the commencement of an employee's employment in the bargaining unit and, during the first fiscal year of an employee's employment, the total amount of the agency service fee that she/he shall pay for that year shall not (or major fraction thereof) that she/he is employed that year bears to twelve; for example, if an employee first becomes employed on January 1, the total agency service fee

payable between January 1 and June 30, shall be 50% of Local 3338's total dues for the period of July 1 to June 30.

Article III - Dues Deduction

The Committee, having accepted the provisions of Section 17A of Chapter 180 of the General Laws of Massachusetts, and in accordance herewith, shall certify to the Treasurer of Medford all payroll deductions for the payment of dues to Local 3338 duly authorized by employees covered by this Agreement.

The School Department agrees to deduct from the wages of any employee who is a member of the Union a payroll deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the School Department and the Union. The School Department agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

Article IV - Local 3338 Activities and Responsibilities

Section 1. Local 3338 will have the right to use school buildings for its meetings at reasonable times with prior approval. The principal of the building in question will be notified in advance of the time and place of such meeting. Meetings will not interfere with school classes, community school operations, parent-teacher meetings, school business and related operations and shall not occur during the workday of the employees covered herein.

Section 2. The School Committee agrees herein not to negotiate, as that term is used in the collective bargaining law, except with authorized representatives of Local 3338 engaged in the collective bargaining process. Nothing herein shall be restricted or encumbered in any way in its usual and customary discussion with, reprimanding of or conduct of its

management responsibility and business operations with respect to any and all employees covered by this Agreement.

Section 3. For the purpose of designating who is a member of the collective bargaining committee of Local 3338, and Local 3338 agrees to furnish in writing to the School Committee a list containing the names of its authorized representatives for the purpose of collective bargaining and for the purpose of administering the grievance procedure. It is agreed that upon any change in Local 3338 committee or representatives, Local 3338 shall promptly provide the School Committee with written notice of such changes. All negotiations are to be done with both co-presidents and the AFSCME staff representative. In the event that negotiations happen to directly affect a co-president then a third member would be involved in negotiations. In the event Local 3338's officer structure changes and there are no longer co-presidents, then all negotiations are to be done with two Union officers and the AFSCME staff representative. In the event that the negotiations happen to directly affect one of the Union officers then a 3rd member would be involved in the negotiations.

Section 4. During working hours, one representative of Local 3338, at a time who is listed as per Section 3, may be allowed time off with pay to investigate and attempt to settle grievances provided that the managerial superior shall give his/her approval and such time off shall not interfere with the scheduled or assigned job responsibility of the representative and provided further that such approval shall not be unreasonably withheld.

Article V - Management Rights

Nothing in this Agreement shall be construed in any way to alter, modify, change or lit the authority and jurisdiction of the School Committee, as provided by the Massachusetts Constitution, the General Laws of Massachusetts, the Decisions of the Supreme Judicial Court of the Commonwealth of Massachusetts, or the laws of the United States, or any law or order pertinent thereto.

During the term of this Agreement, except as expressly provided otherwise therein, the determination and administration of secretarial policy, staff services and responsibilities and the direction of the staff are vested exclusively in the School Committee.

The Committee is a public body established under and with the powers provided by the statutes of the Commonwealth of Massachusetts and nothing in this Agreement shall be deemed to derogate from or impair any power, right or duty conferred upon the Committee by statute or any rule or regulation of any agency of the Commonwealth. As to every matter not specifically mentioned or provided for in this Agreement, the Committee retains all the powers, rights and duties that it has by law and may exercise the same at its discretion with any exercise being made the subject of a grievance or arbitration proceeding hereunder.

Article VI - No Strike Clause

Local 3338, on its own behalf and on behalf of each of the employees that it represents, hereby agrees and covenants that it will not authorize, approve, participate in or in any way encourage or condone any strike, work stoppage, slowdown from the employer, the City of Medford School Committee and the City of Medford. In the event that the existing statute changes, then Local 3338 and the School Committee shall meet to re-negotiate this article.

Article VII - Non-Discrimination

Neither the School Committee nor Local 3338 shall discriminate in any way against employees covered by this Agreement on account of their membership or non-membership in Local 3338, the exercise of supervisory responsibility in the course of her/his employment, or on account of race, religion, creed, color, national origin, sex, age, handicap, marital status, veteran status, or sexual orientation.

Article VIII - Civil Service

All employees covered by the terms of this Agreement are subject to such provisions of Chapter 31 of the General Laws as are mandatory or, where permissive, have been accepted by the City of Medford. It is agreed that the terms of this Agreement shall not be in conflict with either employee or employer rights and obligations under that law unless the express terms of this Agreement are so intended.

Article IX - Just Cause

No employee covered by this Agreement shall be discharged or suspended except for just cause as that term is used in Chapter 31, Section 43, of the General Laws. If any employee is discharged or suspended and elects to seek her/his remedy pursuant to the contractual grievance and arbitration procedure rather than pursuant to Section 43 and/or 46 of Chapter 31, the applicable standard shall be whether or not the discharge or suspension was imposed for such just cause.

Article X - Grievance and Arbitration Procedure

A grievance is a complaint of any employee which may arise concerning wages, hours, and conditions of employment covered by this Agreement and shall be settled in the following manner:

Step 1. The employee with a grievance will first present the grievance in writing (see Appendix A for Grievance Form) and discuss it with her/his immediate supervisor with the object of resolving the matter informally. The employee will be required to initiate this first step within twenty-one school days after the employee or Local 3338 acquired or should reasonably have acquired knowledge of the occurrence creating the grievance. A representative of Local 3338 may be present. If the grievance is not resolved in the above manner, the employee and/or

Local 3338 may present her/his grievance, which shall be in writing, to the Superintendent of Schools within ten school days after the supervisor has denied the grievance. If the supervisor fails to notify the aggrieved employee of her/his disposition of the grievance within ten school days after its presentation to him/her, he/she shall be deemed to have denied the grievance.

If, in the judgment of the Officers of Local 3338, a grievance affects a group or class of employees, Local 3338 may submit such grievance directly at Step 2. Local 3338 may process any grievance in its own name.

Step 2. The Superintendent, within ten school days after the receipt of the written grievance, shall meet with the aggrieved employee and representatives of Local 3338 in an effort to resolve this matter. The Superintendent shall notify the employee and Local 3338 in writing of his/her disposition of the matter within ten school days of this meeting. If the Superintendent fails to notify the aggrieved employee and Local 3338 of his disposition of the grievance within ten school days of the grievance meeting he/she shall be deemed to have denied the grievance.

Step 3. If the grievance still remains unresolved between the Superintendent and Local 3338 and/or employee, then either party may submit the matter to arbitration by the American Arbitration Association within ten school days of the Superintendent's response in Step 3, provided, however, that no grievance shall be submitted to arbitration that:

- a. Involves a matter outside of the scope of the express terms of this Agreement, notwithstanding the fact that the matter may have been discussed as a grievance in Steps 1 through 3; or
- b. Involves a matter which has not been presented timely according to the time limitations as set forth herein, unless modified by the mutual consent of the parties.

Local 3338 agrees that it will not prosecute any grievance that it determines to be without merit or frivolous. It is understood that an employee shall be entitled to initiate a grievance on her/his

own and prosecute it in accordance with the terms of this Article provided that a Local 3338 representative shall be afforded the opportunity of being present during such prosecution and provided further that no settlement of an employee's grievance shall be inconsistent with the terms of this Agreement. It is further agreed that no employee shall have the right to commit Local 3338 and/or the School Committee to arbitration pursuant to Step 4 hereunder.

Grievances pending or grievances which may arise during the summer vacation period shall be held in abeyance until the opening of school in September and shall then be processed in accordance with provisions of this Article.

Nothing in this Agreement shall be construed so as to obligate the parties to arbitrate the unresolved matters in any future negotiations or opener thereof to be entered into upon the termination, opening or reopening of this Agreement.

The Arbitrator chosen shall have no power or authority to add to or subtract from or modify any of the terms of this Agreement. The decision of the Arbitrator shall be final and binding upon the parties, subject to the provisions of General Laws, Chapter 150C. The cost of the arbitration shall be shared equally by the Committee and Local 3338.

No reprisals of any kind will be taken by the Committee or any member of the administration against any party in interest, any member of Local 3338, or any other participant in the grievance procedure by reason of such participation.

While both parties may maintain files of grievances and the disposition thereof, the Committee shall not make any entry or file any paper in the personnel file of any Employee involved in a grievance except as may be required to implement the disposition thereof.

Article XI - Hours of Work

Section 1. Twelve-month salaried employees in Administration, High School, Middle Schools, and new Elementary Schools shall work a thirty-seven and one-half (37 ½) hour

work week consisting of five (5) seven and one-half (7 ½) hour days, Monday through Friday. Effective January 2, 2025 they shall be allowed a half hour (30 minutes) unpaid lunch period. Their regular starting and finishing times shall remain as at present and shall not be changed except in response to the needs and legal obligations of the School Committee provided that such a change shall not be unreasonable or capricious. During the summer and school vacations, the work day shall be from 9:00 a.m. to 3:30 p.m., with a half-hour unpaid lunch period; there shall be proportionate reduction in the work week.

Section 2. The regular hours of work of any member of the bargaining unit not encompassed by Sections 1 shall remain as at present and shall not be changed except as provided in Section 1.

Section 3. Any employee who is required by her/his superior outside the bargaining unit to work beyond her/his regularly scheduled hours per week shall be compensated for such time at her/his regular rate up to thirty-seven and one-half hours per week at which points she/he shall begin to be paid at the rate of one and one-half times her/his regular rate of pay.

Section 4. All hours worked beyond an employee's regular scheduled hours per day shall be recorded by the employee's supervisor. Three times each year, on October 1, January 1, and April 1, the UNION shall be provided with a list of all such hours worked during the period by each employee.

Section 5. When overtime work is available, it will be fairly distributed. In order to ensure a fair distribution, the work will be offered to all bargaining unit employees, qualified to do the work. If a particular assignment must be done by someone in a specific office or by a particular person, it may be so assigned. However, such assignments will not be made for the purpose of avoiding the fair distribution requirement. No employee will be assigned overtime work to be done at the employee's home.

Article XII - Salaries

Section 1. An employee who performs the duties and responsibilities of an employee at a higher classification for five days or more shall be paid at the corresponding rate of pay for that time period.

Section 2. Employees shall be paid according to the wage schedules attached herein as Appendix B. Beginning July 1, 2024, the following adjustments were made and have been incorporated in their entirety to the wage schedules in Appendix B.

- Group C has been eliminated effective July 1, 2024. All Group C positions under the prior agreement will be adjusted according to Group B schedules herein.
- Step 8 was added effective July 1, 2024 and is 2% higher than Step 7 for Group A and Group B.
- Cost of Living Adjustment Increases were made as follows:
 - FY24: 2.5%
 - FY25: 2.5%
 - FY26: 2.5%

Article XIII - Longevity

The following schedule of longevity payments shall be paid to members of the bargaining unit:

Effective July 1, 2024

- 10 years \$1,100.00
- 15 years \$1,500.00
- 20 years \$1,700.00
- 25 years \$1,900.00
- 30 years \$2,300.00

An employee shall not have his/her computation for longevity payments begin until the first July 1st following the commencement of employment. For example, an employee who first becomes employed in the bargaining unit on October 1, 1979, shall not begin to have her/his years of service for the purpose of determining her/his longevity payments computed until July 1, 1980. Longevity shall be paid in one lump sum.

For the purposes of longevity all service in the City of Medford or the Medford School Department shall be used to compute longevity.

Article XIV - Holidays

Any employee of the union, shall be entitled to receive holiday pay if the holiday is recognized by MPS and observed on a regularly scheduled workday. Recognized holidays shall be identified on the approved MPS calendar by an N (No School). Employees shall be paid for holidays consistent with the number of hours in their regular workday schedule.

Any employee of the union who works a 12-month schedule shall be paid consistent with the above. Additionally, 12-month employees shall be entitled to a paid holiday for Independence Day.

Article XV - Vacations

Section 1. All full-time employees employed prior to July 1, 1995, on a twelve-month basis shall, after twelve months of service, be entitled to an annual vacation of four weeks. In cases of employment for less than twelve months, such employee shall be entitled to two weeks of vacation with pay in accordance with the present practice. The vacation periods shall be selected within each office with the employee with the longest service having the first preference.

No more than ten (10) days cumulatively will be used during the below listed timeframes to ensure adequate coverage of duties by members of the unit:

- during the school year,
- in the 10 days prior to the start of school,
- the five days following the close of school.

Under extraordinary circumstances requests may be made to the superintendent to allow vacation days to be used during the periods of time in which vacations are otherwise disallowed. Based on those extraordinary circumstances, permission will not be unreasonably withheld.

Section 2. All employees in Administration, High School, Middle Schools, and full-time Elementary employees will receive, during each school vacation, two (2) days off without any loss of pay in addition to any paid holidays which occur during those vacation periods. On the remaining days during the school vacation periods, they shall work the summer hours. New Year's eve will not be a scheduled work day during the winter break period.

Section 3. Earned vacation time not taken during one year may be carried over and taken within a subsequent year with the approval of the Superintendent of Schools or his designee, not to exceed one week carried over to the following year.

Requests to roll vacation days forward five (5) vacation days must be submitted to the Superintendent or the Superintendent's designee between April 1st and May 15th. Failure by the Superintendent or the Superintendent's designee to deny such requests within seven (7) days of receipt will result in up to five (5) days being rolled forward into the succeeding fiscal year, presuming the member in fact has up to five days remaining in their vacation allocation as of June 30th.

Section 4. Effective July 1, 1995, all new hires shall receive vacation according to the following schedule:

- After 6 months of service and until 1 year of service, 2 days. These 2 days are added for this period ONLY as personal days.
- 2 weeks of vacation in years 1 through 5 of service.
- 3 weeks of vacation in years 6 through 10 of service.

- 4 weeks of vacation in years 11 through 24 of service.
- 5 weeks of vacation for 25 years of employment and beyond.

Section 5. Employees shall provide 48 hours notice in advance of requested vacation time with the exception of unanticipated emergencies. All vacation time must have prior direct supervisor and/or central administration approval.

Section 6. All service for employment in the City of Medford shall be used to compute years of service for vacation.

Article XVI - Transfers, Promotions & Reclassifications

Section 1. Whenever a position to be filled covered by this Agreement becomes vacant; it shall be advertised in such a way as to reasonably inform all of the members of the bargaining unit of its existence. Employees shall be given two weeks within which to apply for the position. In the selection of an employee to fill a vacancy, seniority will be a factor to be taken into consideration. Seniority shall be computed from the date of permanent appointment to the title grade. The School Committee shall first determine qualifications and, depending upon qualifications and seniority, the position shall be filled.

Section 2. Any employee who is promoted and who is found during her/his promotional probationary period to be unable to fulfill the requirements of the promotional position shall be allowed to return to her/his former position if it is still vacant, if it is not, to any other vacant position within her classification; if there is no such vacancy at the time, she/he will be offered the first vacancy that develops within that classification.

Section 3. Any member of the unit may request a review for reclassification. Such request shall be in writing and directed to the Superintendent of Schools and a copy of said request shall be filed with Local 3338 by the member seeking such review. Local 3338 shall be notified and be allowed to attend any meeting held with respect to the request for reclassification. The Superintendent shall notify the member and Local 3338 of the decision in writing.

Section 4. Positions within this unit are re-classified as follows effective September 9, 2021.

In the below list, () signify current headcount for illustrative purposes.

Group A

- Human Resources (2)
- Payroll (3)
- English Learners (1, Bilingual required)
- Principal Clerk, MHS Main Office (1)
- Transportation (1)

Group B

- Main Office Administrative Assistants (generally, 1 per school, 2 in MHS)
- Accounts Payable (2)
- Special Education I (1)
- MHS House Offices (2)
- Health Services and Guidance (1)
- Curriculum (1)
- Athletics, Community Schools, PE & Health (1)
- Buildings and Grounds (1)
- Special Education II (4)
- Floaters (1)

Article XVII - Insurance

Section 1. The Committee shall cover the employees in this bargaining unit with worker's compensation insurance and with the maximum medical, health and life insurance benefits that are provided for any other group of employees of the School Department.

Section 2. The Committee will pay as great a proportion of the premium for such insurance benefits for the employees in this bargaining unit as it pays for any other group of employees of the School Department.

Article XVIII - No School Days

Whenever school is canceled because of inclement weather, the twelve-month employees in the bargaining unit may be required to work. Any employee who is not required to work on such a no-school day shall be paid for the day. Any employee who is required to, and able to report to work on such a no-school day shall at the option of the Superintendent, either receive an extra day's pay or take a compensatory day off at a time to be mutually agreed upon between the employee and the Superintendent or his/her designee. This option shall be exercised before the end of the school year.

Article XIX - Personal Leave Days

Employees may use up to (3) three days each school year for business purposes or on account of serious illness in the employee's family without loss of pay. This leave is not cumulative and must have the approval of the Superintendent of Schools. Application for this benefit must be made in writing with 48 hours notice. See article XV section 4 for additional personal days afforded to members after 6 months of service and before 1 year of service.

Article XX - Bereavement Leave

A total of 4 days each year will be granted to each Administrative Assistant without loss of pay in case of each death and at the time of death in the immediate family, including Spouse, Parent, Son, Daughter, Grandchild, Brother, Sister, Grand Parent, Parent In Laws, OR Foster Parents, or in instances to be determined by Superintendent of schools. An employee shall be granted 2 days' leave at the time of death of the Aunt, Uncle, Sister in law, Brother in law, spouse's

grandparents, niece, or nephew. In the death of any other family member or friend, at the discretion of the Superintendent, paid leave up to 3 days.

Article XXI - Extended Leave of Absence

An employee covered by this Agreement may be granted, upon her/his written request, a leave of absence without pay for a period of time not to exceed the length of her/his work year. This leave of absence is discretionary with the School Committee and denial of such application shall not be subject to the grievance procedure except where such denial is exercised unreasonable or capriciously.

Where the School Committee grants such a leave, it shall fill the employee's position with a temporary employee if it determines that the position should be filled during the period of the leave. Upon return from such leave; the employee will be placed at the appropriate salary position (as must have been agreed upon prior to her/his leave), will have all unused accumulated sick leave and past service credits for such benefits as longevity and vacation reinstated and will be assigned to the same position which she/he held at the time of taking her/his leave if available or, if not, to a substantially equivalent salary position within the bargaining unit. Availability of position shall be determined by the needs of the system as determined by the School Committee or its designee. During the period of a leave of absence, an employee shall not receive any additional service credits toward salary advancement, sick leave benefits or for any other benefit such as longevity and vacation.

Article XXII - Jury Leave

Any employee covered by this Agreement who actually serves on a jury or who is obligated to remain on jury duty shall receive the difference between her/his jury pay and her/his regular wage provided that she/he shall return to the school assigned for work when not so obligated to service after having been dismissed by the court.

Article XXIII - Court Leave

Any employee required to attend a court or other legal proceeding during the school day for school related activities shall do so without loss of pay. If the employee is dismissed by the court or other agency prior to her normal lunch hour, she/he shall return to work for the balance of the day.

Article XXIV - Sick Leave

Section 1. All twelve-month employees covered by this Agreement absent on account of personal illness or other like disability or any quarantine regulations of the Board of Health shall receive full pay for the first eighteen days of absence any year. Unused sick leave may be accumulated from year to year without limit. During an individual's first and last year of contractual employment, the allowed number of sick leave days shall be prorated in accordance with the proportionate number of months of actual employment during said respective years.

All employees except part-time employees in the elementary schools hired on or after January 2, 2002, who are absent on account of personal illness or other like disability or any quarantine regulations of the Board of Health, shall receive full pay for the first fifteen (15) days of absence of any year. The remaining provisions of the above paragraph shall apply.

Section 2. Cumulative sick leave is the sum of all the unused portions of any employee's annual sick leave allowance accumulated during the consecutive and uninterrupted years of service which the employee has rendered the City, prior to her/his receiving cumulative sick leave. A written application for payment of salary under the cumulative sick leave plan should be made to the Superintendent within ten days after the expiration of the yearly sick leave allowance. The application should be accompanied by a statement from the employee's physician. Thereafter, every two weeks of continued absence, the employee shall file with the Superintendent of Schools an absentee certificate signed by her physician. The School

Committee reserves the right to require the certificate of the school physician in addition to the above certificate. Failure to comply with these regulations governing the cumulative sick leave plan will deprive the applicant of participation therein.

Section 3. In the service of the Medford Public School System or upon retirement, an employee or, where applicable, her/his estate, shall receive reimbursement for each unused sick leave day in her/his cumulative account in excess of fifty days at the rate of 30% of the then current daily salary base up to a maximum of \$7,500.

Section 4. Employees hired after January 13, 2014, cumulative sick leave will be capped at one hundred ninety (190) days.

Section 5. Employees shall be entitled to an annual sick leave incentive based on the following schedule:

<u>Days Used</u>	<u>Payment</u>
0.	\$450.00
1.	\$400.00
2.	\$355.00
3.	\$325.00
4.	\$275.00
5.	\$150.00
6.	\$140.00

Article XXV - Maternity Leave

An Administrative Assistant who is pregnant may remain in her position until the conclusion of her pregnancy. Administrative Assistants will be entitled to up to eight weeks paid leave for the purpose of childbearing. Said leave is to be deducted from the Administrative Assistant's accumulated sick leave. Additional sick leave may be granted consistent with the sick leave practices in the Medford Public Schools. Administrative Assistants shall notify the Central

Office of anticipated return at least 10 days before return. The Administrative Assistant will be reinstated immediately upon giving sufficient written notice to the Superintendent of Schools so as to provide for an orderly transition. If an Administrative Assistant so chooses, she may take unpaid child rearing leave beyond that described above, provided that such leave will terminate the September following the birth of the child.

Employees on leave for a period of eight weeks or longer shall notify the office of the Superintendent two (2) weeks prior to their return during the school year and by May 1st if the leave concludes after the school year ends. Said Administrative Assistant shall retain all rights held prior to such leave.

An additional one-year child-rearing leave may be granted at the discretion of the Superintendent. In this case, said administrative assistant may not be assigned to the same role as prior to the leave.

The term granted for child-rearing leave will not be credited as experience on the salary schedule and other service benefits.

Article XXVI - Personal Safety

The School Committee shall take reasonable precautions to have a custodian or other person in the building during working hours to assure, whenever foreseeable, that an employee covered by this Agreement shall not be the sole occupant of a building provided said employee has been required to work.

It is further agreed that employees covered by this Agreement or Local 3338 shall promptly in writing notify the Superintendent of Schools of any problem areas. It is further understood that an employee covered by this Agreement has a responsibility to forward notice of any problem areas to Local 3338 and the Superintendent of Schools forthwith and that Local 3338 has a substantial responsibility in this area.

Nothing is intended herein to place a greater duty or responsibility upon the School Committee or its designee or an employee or Local 3338 than is otherwise expected under the laws of the Commonwealth of Massachusetts.

Article XXVII – Time Reporting

Section 1. It is the responsibility of administrative assistants to accurately record hours worked utilizing the time clock system. It is also the responsibility of each employee to not allow others to punch in or out on their behalf. Working shifts and time paid will continue to be consistent with the contract.

Administrative Assistants are required to:

- Clock in at the beginning of the day within 7 minutes of the scheduled start time.
- Clock in and out for lunch breaks
- Clock out at the end of the day within 7 minutes of the scheduled end time.

Supervisors are free to use discretion and disciplinary actions when employees have various albeit repeated offenses to the time reporting policy procedure. Disciplinary action may occur according to progressive discipline whereby the first violation will be a verbal warning, the second violation will be a written warning, the third violation will be a suspension, and subsequent violations can be suspension up to and including dismissal.

If there is a problem with the time clock, staff should notify their manager. Such notification will serve as a notification that the staff person is clocking in or out at the time of notification.

Section 2. Administrative assistants will not be the first non-exempt unit subject to time reporting requirements.

Article XXVIII – Professional Development, Mentoring, and Performance Evaluation

Section 1. Professional development during work hours shall be mandatory for all designated clerical/secretarial staff. 1.5 total days of district sponsored professional development will be spread across 2 of the 3 district days (not on the first day). Administrative assistants will spend 0.75 of the day during each on professional development activities.

Section 2. Effective July 1, 2019, the Committee shall make available for reimbursements a combined total of \$5,000 per fiscal year for reimbursement for tuition and fees for professional development. No funds shall roll over into the next fiscal year. Administrative Assistants shall be eligible for a maximum reimbursement of \$500 per year provided the course is approved in advance by the Director of Human Resources. Applications must be submitted to the Assistant Superintendent on a form created by the Assistant Superintendent. Reimbursement shall be provided upon successful completion of the course as evidenced by the submission of a passing grade.

Section 3. Medford Public Schools seeks candidates to provide training, guidance, support, and mentorship for employees in new positions. Upon request from Medford Public Schools, an administrative assistant may be selected to train and mentor staff in a new role. Medford Public Schools may also request administrative assistants to create a job-specific manual for their position.

1. Supporting an administrative assistant in a new position includes:

- Maintaining a log of meetings held between the mentor and mentee during the mentoring year, and making such log is available to the principal upon request. Confidentiality is crucial when building a relationship based on mutual respect and trust. All communications and knowledge gained must be considered confidential

between the mentor and mentee except as required by law, regulation, or the best interests of the Medford Public Schools.

- Training on any of the below-listed systems or processes
 - Use of associated district technology, as needed
 - Manage databases and required district online platform systems
 - Google Suite and Microsoft Office applications
 - Process Purchase Orders
 - Office management systems and procedures
 - Applicable internal procedures and protocols

2. Creating/updating a job specific manual for the position includes:

- Documentation on the successful completion of responsibilities as listed in the job description.

Administrative assistants who are asked to take on these roles and accept shall be compensated a stipend at the annual rate of six hundred dollars (\$600) for Group B classification and eight hundred dollars (\$800) for Group A classification. Said amount will be prorated if the mentor is appointed during the school year. Payment shall be made at the end of the school year after the Mentor has turned in a log of mentorship meetings. The appointment of individuals to the position of Administrative Assistant mentors shall be within the sole discretion of the Superintendent or the Superintendent's designee.

Section 4. Job Descriptions for all roles in this bargaining unit are available in Appendix D.

Section 5. Performance Evaluation Instrument: the parties agree to adopt the performance evaluation instrument attached herein as Appendix C. Performance evaluations will be done annually by the immediate supervisor and reviewed by the Central Administration.

Individual clerical/secretarial personnel found unsatisfactory on an agreed to number of evaluation factors on such evaluation shall be placed on a six (6) month performance improvement plan. Employees that fail to satisfactorily complete such a performance

improvement plan may be subject to discipline, up to and including termination from their employment.

Nothing in the Article shall affect the rights of the School Committee as provided for in Article 9 of this agreement.

Section 6. Annual reviews will be completed in the month of the administrative assistant's hire date.

For the 2024-2025 school year, evaluations will be first delivered in January 2025 for any administrative assistants who have an anniversary date from July 1 – January 31. All administrative assistants with an anniversary date January 31 – June 30 will have their first annual review in the month of their anniversary date. Beginning July 1, 2025 all administrative assistants will receive their annual review in the month of their anniversary date.

Article XXIX - Miscellaneous Provisions

Section 1. Neither the Committee nor its agents shall enter into any agreement with any individual employee in the bargaining unit which is knowingly contrary to the terms of this Agreement.

Section 2. In the event an Incentive Retirement Plan is offered to any unit in the Medford School System, a plan will be available to the Medford Educational Administrative Assistants – Local 3338, for the same period.

Section 3. The parties have agreed that for the calendar year 1991, in the event an incentive retirement plan is offered to any unit in the Medford School System, a comparable plan will be available to the members of the Medford Educational Administrative Assistants – Local 3338, for the same period. This means that if this June the Administrators are offered 25% of their salary as a retirement incentive, Members of Local 3338, must also be offered 25%.

Section 4. No modification or alteration to the contrary contained in this Agreement shall bind the parties hereto unless made and executed in writing by them.

Section 5. Except for any express provision to the contrary contained in this Agreement, the failure of either party hereto to insist upon compliance with any of the terms of this Agreement on any occasion shall not be construed to be a waiver by that party of its right to insist upon compliance in the future with such terms.

Section 6. One employee from each of the four groups (Administration, High School, Middle Schools and Elementary Schools) shall be allowed time off without loss in pay to attend the annual conference of the Massachusetts Association of School Administrative Assistants. Local 3338 shall designate the employees who shall attend the conference pursuant to this clause. No more than one employee from any of the said four groups shall be allowed such time off during any one year.

Section 7. Copies of the minutes of the Committee meeting and agenda shall be made available to Local 3338 at the same time copies are made public.

Section 8. This Agreement shall be printed in booklet form by the Committee and a copy then shall be distributed to each member of the bargaining unit during its effective term. The expenses of printing the Agreement shall be shared equally by the Committee and Local 3338.

Section 9. Legal Assistance

Administrative Assistants will immediately report all cases of assault suffered by them in connection with their employment to the Superintendent in writing. Criminal or Civil proceedings against an Administrative Assistant arising from employment shall be defended under the coverage of Chapter 258 of the General Laws of Massachusetts.

Section 10. Seniority

1. For the purpose of this Agreement, seniority shall be defined in accordance with the following:
 - i. For retirement purposes, seniority shall be based upon Civil Service status and City of Medford Ordinances.
 - ii. For vacation preference purposes, all service for employment in the City of Medford shall be used to compute years of service for vacation.
 - iii. For layoff purposes, all unit members will be accorded seniority rights based on continuous length of service within the unit.
 - iv. Seniority will be used to prioritize members during bumping. Bumping will occur within the Group Classification of the eliminated job (Group B can only bump Group B) and not across classifications.
 - v. All members will be notified of their rights to bump.
 - vi. The administration will give 30 days advance notice of layoffs and recall rights.
 - vii. Once positions are eliminated or changed, the Superintendent (or their designee) and the union's executive board will review impacted workloads and move them to higher classifications if mutually agreed upon.
 - viii. All displaced members who are awaiting a decision on their new placement will report to the director of Human Resources for their daily assignments.
 - ix. There will be a 14-month recall of laid-off employees. Utilizing reverse seniority, i.e., the last person laid off will be the first to be offered a job.
2. All service time must be continuous. If there is a break in service, time is computed as provided in Chapter 31, Section 15D, Paragraph 1 of the Civil Service Laws and Rules of the Commonwealth of Massachusetts.

Section 11. Relations with other School Department Employees

The Union and the School Committee are committed to promoting professional and mutually respectful working relationships between members of the bargaining unit and all other employees of the School Department.

Section 12. The Superintendent reserves the discretion to place a newly hired secretary at any level up to Step 3 of the salary schedule. In the event the Superintendent desires to place a newly hired secretary above Step 3, the Union must consent to the placement, which consent shall not be unreasonably withheld.

Section 13. In future contract negotiations, the District shall provide a full budget book at the time the budget book is published.

Section 14. Members employed as of 6/30/2021 will receive a one-time COVID-19 bonus of \$500, and members employed as of 6/30/2022 will receive a one-time COVID-19 bonus of \$500 in recognition of their diligent work during the COVID-19 pandemic provided. This bonus will be distributed to eligible members no later than 8/31/2024.

Section 15. The parties acknowledge that effective July 1, 2024, there are no longer 10-month positions within the unit. Accordingly, all language regarding 10-month employees has been removed from this agreement. The parties further agree that all language regarding 10-month employees from the agreement dated 7/1/2021-6/30/2024 will remain in full effect should 10-month employees be added back to the unit in the future.

Section 16. The District may offer stipend positions as outlined below. Each stipend is considered an annual commitment that commences on July 1 and concludes on June 30 each contract year. As determined necessary, the positions will be posted annually for members to apply. Each stipend position will result an annual amount of \$950 to the selected member paid in equal increments during the bi-weekly paychecks (beginning on 10/10/2024).

1. Family and Community Engagement and Food Service work

- i. Purchase Orders and payroll duties

2. Professional Development & Student Assessment

- i. Associated work for professional development opportunities will be handled by respective Administrative Assistants at the direction of their Supervisor (i.e. Curriculum AA, school-based main office AA, EL AA, Special Education AA)

3. Tuition Reimbursement and Homeschool

Tuition Reimbursement and Homeschool responsibilities will be determined and discussed following impact bargaining with the Administrator Unit.

Article XXVIII - Severability Clause

Each article and clause of this Agreement is totally severable from every other article and clause thereof. Should any article or clause of this Agreement be declared by any court or agency of competent jurisdiction to be invalid by any legislation, the validity of all other articles and clauses in this Agreement shall not be affected thereby and shall remain in full force and effect for the duration of this Agreement.

Article XXIX – Duration

This Agreement and each of its provisions shall be in effect as of July 1, 2024, and shall continue in full force and effect until and including June 30, 2027. Thereafter, this Agreement shall automatically renew itself for successive terms of one year each unless by January 1 prior to the expiration of the contract year involved, either the Committee or Local 3338 shall have given the other written notice of its desire to modify or terminate this Agreement.

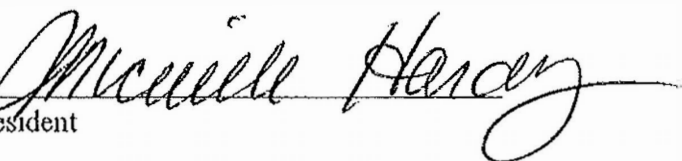
By this Agreement, neither party waives its right to petition the State Labor Relations Commission concerning the appropriate status of other positions not agreed to by the parties.

Agreed Upon By:

Medford School Committee

By 
Jenny Graham, Vice Chair
Medford School Committee

Dated: 8/25/2025

By 
President

Dated: 8-21-25

By  AFSCME 93
Robert Debole
AFSCME - Council 93 Metra/Human
Services Coordinator

Dated: 8/21/25

Medford Educational Secretaries
Members of AFSCME Council 93 - Local 3338

Appendix A - Written Grievance Form

Medford School Committee
and
Medford Educational Secretaries Local 3338
AFSCME – Council 93

Grievant Name _____

Position _____

School or Location _____

Date Discussed Orally with Immediate Supervisor _____

Name of Supervisor _____

Nature of Grievance (List Article and Section of Contract Where
Applicable): _____

Remedy Requested _____

Signed _____

Grievant and/or Association Representative

Date

Appendix B - Salary Schedule

Unit members are salaried, non-exempt employees. Hourly wages presented herein are to facilitate accurate calculation for payment of overtime. Unit members will receive their annualized salary provided that they work, or are granted time off as outlined in this agreement.

Final Pay Last CBA FY24

Group A	Hourly	Annualized
Step 1	\$27.86	\$54,333
Step 2	\$29.11	\$56,774
Step 3	\$30.36	\$59,203
Step 4	\$32.14	\$62,676
Step 5	\$33.50	\$65,318
Step 6	\$34.00	\$66,298
Step 7	\$34.68	\$67,624
Step 8	\$0.00	\$0
Group B	Hourly	Annualized
Step 1	\$27.05	\$52,739
Step 2	\$28.29	\$55,171
Step 3	\$29.53	\$57,591
Step 4	\$31.32	\$61,069
Step 5	\$32.67	\$63,713
Step 6	\$33.16	\$64,669
Step 7	\$33.83	\$65,962
Step 8	\$0.00	\$0

FY25 7/1/24-6/30/25

Group A	%	Hourly	2 week pay period (75 hours)	26 Pay Periods
Step 1	2.5	\$28.56	\$2,142.00	\$55,692.00
Step 2	2.5	\$29.84	\$2,238.00	\$58,188.00
Step 3	2.5	\$31.12	\$2,334.00	\$60,684.00
Step 4	2.5	\$32.94	\$2,470.50	\$64,233.00
Step 5	2.5	\$34.34	\$2,575.50	\$66,963.00
Step 6	2.5	\$34.85	\$2,613.75	\$67,957.50
Step 7	2.5	\$35.55	\$2,666.25	\$69,322.50
Step 8	NEW	\$36.26	\$2,719.50	\$70,707.00
Group B	%	Hourly	2 week pay period (75 hours)	26 Pay Periods
Step 1	2.5	\$27.73	\$2,079.75	\$54,073.50
Step 2	2.5	\$29.00	\$2,175.00	\$56,550.00
Step 3	2.5	\$30.27	\$2,270.25	\$59,026.50
Step 4	2.5	\$32.10	\$2,407.50	\$62,595.00
Step 5	2.5	\$33.49	\$2,511.75	\$65,305.50
Step 6	2.5	\$33.99	\$2,549.25	\$66,280.50
Step 7	2.5	\$34.68	\$2,601.00	\$67,626.00
Step 8	NEW	\$35.37	\$2,652.75	\$68,971.50

FY26 7/1/25-6/30/26

Group A	%	Hourly	2 week pay period (75 hours)	26 Pay Periods
Step 1	2.5	\$29.27	\$2,195.25	\$57,076.50
Step 2	2.5	\$30.59	\$2,294.25	\$59,650.50
Step 3	2.5	\$31.90	\$2,392.50	\$62,205.00
Step 4	2.5	\$33.76	\$2,532.00	\$65,832.00
Step 5	2.5	\$35.20	\$2,640.00	\$68,640.00
Step 6	2.5	\$35.72	\$2,679.00	\$69,654.00
Step 7	2.5	\$36.44	\$2,733.00	\$71,058.00
Step 8	2.5	\$37.17	\$2,787.75	\$72,481.50
Group B	%	Hourly	2 week pay period (75 hours)	26 Pay Periods
Step 1	2.5	\$28.42	\$2,131.50	\$55,419.00
Step 2	2.5	\$29.73	\$2,229.75	\$57,973.50
Step 3	2.5	\$31.03	\$2,327.25	\$60,508.50
Step 4	2.5	\$32.90	\$2,467.50	\$64,155.00
Step 5	2.5	\$34.33	\$2,574.75	\$66,943.50
Step 6	2.5	\$34.84	\$2,613.00	\$67,938.00
Step 7	2.5	\$35.55	\$2,666.25	\$69,322.50
Step 8	2.5	\$36.25	\$2,718.75	\$70,687.50

FY27 7/1/26-6/30/27

Group A	%	Hourly	2 week pay period (75 hours)	26 Pay Periods
Step 1	2.5	\$30.00	\$2,250.00	\$58,500.00
Step 2	2.5	\$31.35	\$2,351.25	\$61,132.50
Step 3	2.5	\$32.70	\$2,452.50	\$63,765.00
Step 4	2.5	\$34.60	\$2,595.00	\$67,470.00
Step 5	2.5	\$36.08	\$2,706.00	\$70,356.00
Step 6	2.5	\$36.61	\$2,745.75	\$71,389.50
Step 7	2.5	\$37.35	\$2,801.25	\$72,832.50
Step 8	2.5	\$38.10	\$2,857.50	\$74,295.00
Group B	%	Hourly	2 week pay period (75 hours)	26 Pay Periods
Step 1	2.5	\$29.13	\$2,184.75	\$56,803.50
Step 2	2.5	\$30.47	\$2,285.25	\$59,416.50
Step 3	2.5	\$31.81	\$2,385.75	\$62,029.50
Step 4	2.5	\$33.72	\$2,529.00	\$65,754.00
Step 5	2.5	\$35.19	\$2,639.25	\$68,620.50
Step 6	2.5	\$35.71	\$2,678.25	\$69,634.50
Step 7	2.5	\$36.44	\$2,733.00	\$71,058.00
Step 8	2.5	\$37.16	\$2,787.00	\$72,462.00

Appendix C – Annual Performance Evaluation Form

Medford Educational Secretaries

Annual Performance Evaluation

Date:			
Employee:		Position:	
Department/School:			
Evaluator(s):		Position:	
Evaluation Period:	From:		To:
Date of Hire:		How long in current position:	
PERFORMANCE RATINGS			
1 = Unsatisfactory	Performance FAILS to meet the standards set for the position (Does not meet expectations)		
2 = Fair	Performance occasionally meets standards for position		
3 = Good/Satisfactory	Performance meets the standards set for this position (Meets Expectations)		
4 = Above Average	Performance occasionally exceeds the standards set for this position		
5 = Outstanding	Performance consistently exceeds the standards set for this position (Exceeds Expectations)		

ADMINISTRATIVE DUTIES						
Maintains utmost levels of professionalism within the office and school community	1	2	3	4	5	N/A
Compiles files and reports as needed	1	2	3	4	5	N/A
Demonstrates technology related skills appropriate to the office needs	1	2	3	4	5	N/A

Performs any accounting task pertinent to office operation	1	2	3	4	5	N/A
Orders/organizes supplies for office and/or school building	1	2	3	4	5	N/A
Maintains students records and attendance as required	1	2	3	4	5	N/A
Maintains a teacher attendance as required	1	2	3	4	5	N/A
Performs other reasonable duties as requested by supervisor	1	2	3	4	5	N/A

ORGANIZATIONAL SKILLS						
Maintain schedules and makes arrangements for meetings, conferences or interviews	1	2	3	4	5	N/A
Maintains visitor logs or other standard office records for the school as appropriate	1	2	3	4	5	N/A
Sorts and distributes interoffice and other mail as needed	1	2	3	4	5	N/A
Ensure orderly and efficient office operations and ensure work spaces are properly maintained in office space as appropriate	1	2	3	4	5	N/A
COMMUNICATION ABILITIES AND CULTURAL COMPETENCY						
Welcomes students, staff, families, and visitors to office and space and ensures they feel welcome	1	2	3	4	5	N/A
Places and receives telephone calls, in a professional manner; records and delivers messages	1	2	3	4	5	N/A
Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	1	2	3	4	5	N/A
Interacts well with school community	1	2	3	4	5	N/A
Responds appropriately to challenge/change or new situation	1	2	3	4	5	N/A
PROFESSIONALISM						

Is Punctual and Reliable	1	2	3	4	5	N/A
Produces Quality Work	1	2	3	4	5	N/A
Maintains confidentiality and respects sensitive information within the scope of professional duties.	1	2	3	4	5	N/A
Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work	1	2	3	4	5	N/A
Optional Comments						

Medford Educational Secretaries

Annual Performance Evaluation

Evaluator:	
Comments on administrative professionalism and student-centered principles of employee:	

Evaluator:	
Comments on administrative proficiency with respect to core job duties:	

Evaluator:	
General Comments:	

Employee:	
Responsive Comments:	

The signature of the individual on this form only indicates that the individual has reviewed the performance report with the evaluator.

Signature of Employee:	Date:
Signature of Evaluator:	Date:

Appendix D – Job Descriptions

Job Descriptions MESA Unit 7/9/24

ADMINISTRATIVE ASSISTANT: Athletics, Community Schools, PE/Health			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Manages collection of online User Fees and provides reports to the Athletic Director.	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Receives and responds to daily emails, phone calls, and voice messages	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for departments and programs	Sorts and distributes interoffice and other mail as needed	Respond appropriately to challenges/changes or new situations	Maintains utmost levels of professionalism within the office and school community
Compiles payrolls for coaches, pool, game workers, Edgerly Field and CS camps/programs	Maintains standard office records for the department as necessary	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Maintains confidentiality and respects sensitive information within the scope of professional duties
Processes payments for facility rentals and user fees for Athletics & Community Schools programs. Provides	Ensures orderly and efficient office operations and ensures workspaces are properly	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency

documentation to central finance office	maintained in office space as needed		in various areas of work
Processes registrations for Community Schools programs	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Translates emails or notices for families as needed via self, interpreter or school issued translation device	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Uses the School Brains platform to download/print all athlete report cards each quarter so AD/Assistant AD can ensure team eligibility	Responsible for scheduling service appointments as needed		
Performs any accounting task pertinent to office operation including but not limited to: creating POs, submitting invoices to AP, processing Athletics Officials and individual contractor invoices, preparing documents for procurement process, reconciling deposits with account transactions and balances	Maintains proper filing system		
Performs other reasonable duties as requested by supervisor			

Prepares department communications, awards, records, and packets as needed			
Compiles files and reports as needed			
Performs any accounting task pertinent to office operation; monitors spending in regard to department-related accounts			
Performs other reasonable duties as requested by the supervisor			

ADMINISTRATIVE ASSISTANT: Attendance/HR			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Makes necessary updates to employee information and salary updates in the administration software system.	Refers to collective bargaining agreements for employee time off provisions	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments

Management of faculty and staff daily attendance including maintaining administration software system for the purpose of sick, vacation and personal time. Maintains information regarding leaves of absence.	Ability to prioritize various tasks.	Ability to communicate and facilitate needs with administration between departments	Maintains utmost levels of professionalism within the office and school community
Manages workers compensation claims/communication.	Maintains various Human Resource related documents.	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties
Administers, maintains and authorizes unemployment claims.	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
	Maintains proper filing system	Communicates all aspects of employee attendance	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Provides substitute and unpaid updates to the payroll department			

Prepares reports from the HR database as required or requested			
Serves as a system administrator for HR database for resetting login or user access			
Performs other reasonable duties as requested by supervisor			

ADMINISTRATIVE ASSISTANT: Benefits/HR			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Orders office supplies	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Receives and responds to daily emails, phone calls, and voice messages	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Processes and maintains all employee background credentials.	Sorts and distributes interoffice and other mail as needed	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Maintains utmost levels of professionalism within the office and school community

Processes and maintains background checks for all district volunteers (caregivers, interns and contractors).	Maintains various Human Resource related documents	Translates emails or notices for families as needed via self, interpreter, or school issued translation device	Maintains confidentiality and respects sensitive information within the scope of professional duties
Handles new employee onboarding process; Creates personnel files and prepares necessary documents for the payroll department.	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Respond appropriately to challenges/changes or new situations	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Makes employee benefit changes and communicates to the payroll department.	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Ability to communicate and facilitate needs with administration between departments	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Manages benefits for active and retired employees and maintains deduction information for MTRS eligible retirees.	Ensures pre-employment requirements are met.	Communicates and reviews all aspects of offered benefits to employees and retirees.	
Conducts frequent benefit audits to ensure the accuracy of enrollment, terminations and deductions for active employees and retirees.	Maintains proper filing system		

Performs other reasonable duties as requested by supervisor			
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ADMINISTRATIVE ASSISTANT: Facilities/Buildings & Grounds			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Maintains the attendance of custodians and maintenance staff as required	Maintains schedules and makes arrangements for meetings, equipment and building service appointments, conferences, and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for the department in order to ensure efficient office functioning as well as supplies for the school custodial teams.	Sorts and distributes interoffice and other mail as needed	Respond appropriately to challenges/changes or new situations	Maintains utmost levels of professionalism within the office and school community
Processes/stamps all outgoing mail from own department and all other District offices/buildings not based in MHS.	Maintains standard office records for the department including device deployment	Ability to communicate and facilitate needs with administration between departments	Maintains confidentiality and respects sensitive information within the scope of professional duties

Maintains all records pertaining to department functioning. These may include but are not limited to AHERA, building cleaning, emergency cleaning, fuel purchases, creating monthly budget reports, etc...	Ensures orderly and efficient office operations and ensures workspaces are properly maintained	Translates emails or notices for families as needed via self, interpreter, or school issued translation device	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Schedules annual inspections and communicates such to applicable staff. This includes but is not limited to: fire extinguishers, sprinklers, elevators, boilers, fire pumps, scissor lifts, vehicle maintenance, etc..	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects confidentiality
Compiles files, data and materials for presentations and proposals	Maintains proper filing system		
Performs any accounting task pertinent to office operation including but not limited to: creating POs, submitting invoices to AP, preparing documents for procurement process			

Compiles, prepares, and submits custodial and maintenance overtime to applicable department lead and to payroll			
Assists in the maintenance and support of district ticketing system for maintenance and custodial issues.			
Processes/stamps outgoing mail for district. Also, sorts/distributes to mailboxes incoming mail for district			
Performs other reasonable duties as requested by Director(s)			

ADMINISTRATIVE ASSISTANT: Curriculum Departments			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Maintains membership reimbursements for departments as needed	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Translates emails or notices as needed via self, interpreter or school issued translation device	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments

Orders/organizes supplies for office and/or department	Sorts and distributes interoffice and other mail as needed	Receives and responds to daily emails, phone calls, and voice messages	Maintains utmost levels of professionalism within the office and school community
Maintains teacher attendance at required department meetings and/or professional development	Maintains standard office records for the department as necessary	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Maintains confidentiality and respects sensitive information within the scope of professional duties
Conducts inventory updates upon arrival of deliveries. Informs Director(s) of any issues	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Performs any accounting task pertinent to office operation; monitors spending in regard to department-related accounts	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Respond appropriately to challenges/changes or new situations	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Compiles files and reports as needed	Maintains proper filing system		
Performs any accounting task pertinent to office operation including but not limited to: creating POs, placing			

orders, submitting invoices to Accounts Payable			
Prepares department communications, awards, records, and packets as needed			
Performs other reasonable duties as requested by supervisors			

ADMINISTRATIVE ASSISTANT: EL Department			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Provide administrative support during the summer for all Title III summer programs K - 12	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Receives and responds to daily emails, phone calls, and voice messages	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for office and/or department	Sorts and distributes interoffice and other mail as needed	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Maintains utmost levels of professionalism within the office and school community

Understand and supports non-English speaking families with the registration process when needed	Maintains standard office records for the department as necessary	Translates emails or notices for families as needed via self, interpreter, or school issued translation device	Maintains confidentiality and respects sensitive information within the scope of professional duties
Maintains student records and attendance as required for EL compliance	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Respond appropriately to challenges/changes or new situations	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Compiles files and reports as needed	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Speaking two or more languages is preferred	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Monitors spending in regard to department-related accounts	Oversees districtwide requests for translation and interpretation. Maintains the calendar for the in-house interpreters and all meetings with outside interpretation services. Maintaining all documents (translations) and arranging all meetings during school, after hours meetings, report card conferences and district meetings		

Performs any accounting task pertinent to office operation including but not limited to: creating POs, placing orders, submitting invoices to Accounts Payable, collecting time sheets for part-time employees and submitting to payroll office, etc. Maintains account balances.	Maintains proper filing system		
Input required EL data on the state-data page in our SIMs for accurate state reporting			
Provide administrative support during the summer for summer registrations and language assessments			
Performs other reasonable duties as requested by supervisor			

ADMINISTRATIVE ASSISTANT: MHS Guidance/Nursing Department			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism

Maintains staff attendance at required department meetings and/or professional development	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Checks daily nursing attendance to ensure proper coverage	Sorts and distributes interoffice and other mail as needed	Respond appropriately to challenges/changes or new situations	Maintains utmost levels of professionalism within the office and school community
Maintains applicable student records as required for each department, including student transcripts, updates to School Brains and preparing work permits	Maintains standard office records for the department as necessary	Translates emails or notices for families as needed via interpreter or school issued translation device	Maintains confidentiality and respects sensitive information within the scope of professional duties
Orders/organizes supplies for office and/or departments	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Compiles files and reports as needed	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.

Performs any accounting task pertinent to school/office operations. Including but not limited to creating POs, placing orders, submitting invoices to Accounts Payable	Places department orders as required and conducts an inventory upon arrival. Informs Director(s) of any damaged or misplaced orders.		
Prepares department communications, awards, records, and packets as needed	Maintains proper filing system		
Assists in the preparations of department-related activities including but not limited to: college fair, the scholarship award ceremony and Advanced Placement Exams			
Performs other reasonable duties as requested by Director(s)			

ADMINISTRATIVE ASSISTANT: K-8 School Based			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism

Uses the School Brains platform to maintain student attendance, scheduling, personal information, caregiver contact information, and report card proofing, printing, and dissemination	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Translates emails or notices for families as needed via self, interpreter or school issued translation device	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for office and/or school building	Maintain inventory of supplies and order as needed	Inform caregivers on events and announcements as needed	Maintains utmost levels of professionalism within the office and school community
Maintains teacher attendance as required	Maintains standard office records for the school as necessary	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Maintains confidentiality and respects sensitive information within the scope of professional duties
Maintains student records as required throughout the year; transfer students including all applicable documents and updates to school brains.	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Communicate with caregivers regarding transportation issues	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work

Compiles files and reports as needed	Compiles MCAS packets for teachers and staff.	Respond appropriately to challenges/changes or new situations	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Prepares payroll data including but not limited to loss of prep, para coverage, stipends and grant work	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Receives and responds to daily emails, phone calls, and voice messages	
Performs any accounting task pertinent to school/office operations. Including but not limited to: creating POs, placing orders, submitting invoices to Accounts Payable and preparing deposits for student activities.	Sorts and distributes interoffice and other mail as needed	Translates emails or notices for families as needed via self, interpreter or school issued translation device	
Maintain school (Google) calendars	Maintains proper filing system		
Organizes and collects CORI forms for HR and maintains school-specific lists			
Performs other reasonable duties as			

requested by supervisor(s)			
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ADMINISTRATIVE ASSISTANT: MHS Main Office			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Ensures bell system is adjusted, when necessary	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for office and/or school building	Sorts and distributes interoffice and other mail as needed	Translates emails or notices for families as needed via self, interpreter or school-issued translation device	Maintains utmost levels of professionalism within the office and school community
Serves as backup for preparing and distributes the morning report, including daily attendance and announcements	Maintains standard office records for the school as necessary	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties
Maintains student records and attendance as needed	Ensures orderly and efficient office operations and ensures workspaces are properly	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency

	maintained in office space as needed		in various areas of work
Compiles files and reports as needed	Organizes and schedules student evaluations and assigns staff as needed and directed	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Performs any accounting task pertinent to school/office operations. Including but not limited to: creating POs, placing orders, submitting invoices to Accounts Payable	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs		
Completes school mailings, issuing of report cards, schedules and any other task related to staff and/or student communications.	Maintains proper filing system		
Assists in organizing all school-wide events.			
Uses the School Brains platform to maintain student attendance, scheduling, personal information, caregiver contact information, and			

report card proofing, printing, and dissemination			
Assists with organizing and implementing standardized assessments such as: MCAS, MAP, ACCESS, AP Exams, etc.			
Uses the PA system when appropriate and makes morning announcements, when needed			
Performs other reasonable duties as requested by the supervisor			

ADMINISTRATIVE ASSISTANT: MHS Principal Clerk			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Creates and maintains the teacher stipend list for clubs and activities; submits to payroll twice per year	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments

Prepares and distributes the morning report, including daily attendance and announcements	Maintains standard office records for the department as necessary	Translates emails or notices for families as needed via self, interpreter or school-issued translation device	Maintains utmost levels of professionalism within the office and school community
Serves as back-up to prepare/process student transcripts and work permits	Maintains proper filing system	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties
Assists with planning and implementation of school events, activities, and programs	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Performs any accounting task pertinent to school/office operations including but not limited to: creating POs, placing orders, submitting invoices to Accounts Payable	Organizes and schedules student evaluations and assigns staff as needed and directed	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Assists with compiling post-grad data for yearly reporting	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Inform caregivers on events and announcements as needed	

Assists with organizing and implementing standardized assessments such as: MCAS, MAP, ACCESS, AP Exams	Orders/organizes supplies for office and/or school building		
Uses the PA system when appropriate and makes morning announcements, when needed			
Prepares payroll data including but not limited to loss of prep, para coverage, stipends, and grant work			
Assists with Freshman CTE rotation schedule			
Maintain school (Google) calendars			
Serves as liaison for security and city emergency services			
Serves as back-up to mail responsibilities for the district			
Performs other reasonable duties as requested by the supervisor			

ADMINISTRATIVE ASSISTANT: Payroll			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Enters payroll for assigned employee batches promptly.	Maintains schedules and makes arrangements for meetings with staff if they request a sit down to review timesheets.	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Maintains employee payroll records by communicating with staff when a change is made, and keeps proper documentation records in the personal file.	Sorts and distributes interoffice and other mail as needed. Processes/stamps outgoing department mail.	Translates emails or notices as needed via self, interpreter or school-issued translation device	Maintains utmost levels of professionalism within the office and school community
Processes MTRS and PERAC(City) retirement applications and buy back research, maintains retirement records for active employees	Maintains standard office records for the department as necessary	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties
Coordinates with HR and Payroll Manager to reconcile the monthly MTRS report	Ensures orderly and efficient office operations and ensures workspaces are properly	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work

	maintained in office space as needed		
Onboard new/rehired employees into the payroll system. Files work promptly to keep all personnel paperwork up to date	Compiles all W2s, Pay Stubs, and other payroll documents promptly to send out via interdepartmental mail	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Offboard employees who leave the district. Submits appropriate documentation to retirement and union boards, and other applicable parties.. Files work promptly.	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs		
Distributes payroll deduction reports to vendors and union representatives	Maintains proper filing system		
Processes employment verifications			
Processes employee pay/deduction changes			
Compiles files and payroll reports as needed.			

Serve as system administrator for Payroll Employee Forward (resetting passwords/user access)			
Performs other reasonable duties as requested by the supervisor			

ADMINISTRATIVE ASSISTANT: Special Education ETL			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Performs any accounting task pertinent to school/office operations. Including but not limited to: creating POs, placing orders, submitting invoices to Accounts Payable	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for office and/or school building and conducts an inventory upon arrival. Informs Director(s) of any damaged or misplaced orders.	Sorts and distributes interoffice and other mail as needed	Receives and responds to daily emails, phone calls, and voice messages	Maintains utmost levels of professionalism within the office and school community

Maintains teacher attendance as required	Maintains standard office records for the department as necessary; special education binders and IEPs for each student in accordance with DESE guidelines	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties
Maintains student records and attendance as required. This includes but is not limited to: updating student records on School Brains and Easy IEP and in accordance with DESE deadlines, redacting and preparing documents as part of record requests	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Translates emails or notices for families as needed via self, interpreter or school issued translation device	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Compiles files and reports as needed for extended school year services and liaison lists	Organizes and schedules student evaluations and assigns staff as needed and directed	Ability to communicate and facilitate needs with administration between departments	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Demonstrates technology related skills appropriate to the office needs; including but not limited to compliance, yearly ESY list as well as updated list of special education services for	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs		

their respective building(s)			
Support the ETL, Special Education Coordinator, and related service providers at each respective building	Maintains proper filing system		
Performs other reasonable duties as requested by supervisor			

ADMINISTRATIVE ASSISTANT: Special Education Student Services			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Creates and maintains spreadsheets for each fiscal year and updates on a regular basis	Maintains schedules and makes arrangements for meetings, conferences and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for office and/or school building	Sorts and distributes interoffice and other mail as needed	Translates emails or notices for families as needed via self, interpreter, or school issued translation device	Maintains utmost levels of professionalism within the office and school community

Maintains teacher attendance as required and student attendance along with tuition invoices and current IEPs	Maintains standard office records for the department as necessary; including but not limited to grants, Out of District programming, software licenses and subscriptions and Circuit Breaker.	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties
Performs any accounting task pertinent to office operation; monitors spending in regards to IDEA funds, Circuit Breaker funding, specialized transportation, tuitions, etc	Ensures orderly and efficient office operations and ensures work spaces are properly maintained in office space as needed	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Compiles files and reports as needed for grants, funding and EOY reports and yearly reports required by DESE.	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs		Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Reports on student specific expenditures to Federal, State and local agencies	Maintains proper filing system		
Serve as system administrator for Easy IEP (resetting passwords/user access)			

Performs other reasonable duties as requested by supervisor			
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ADMINISTRATIVE ASSISTANT: Transportation			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Organize and coordinate transportation schedules and arrangements for students with special needs, homeless students, and those attending schools beyond the Medford area.	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Coordinate and communicate with vendors, school personnel, and public safety agencies to ensure smooth and efficient transportation services.	Maintain inventory of supplies and order as needed	Translates emails or notices as needed via self, interpreter or school issued translation device	Maintains utmost levels of professionalism within the office and school community
Monitor and manage transportation registration, bus pass issuance, and safety procedures and compliance.	Maintains standard office records for the school as necessary	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties

Communicate with caregivers regarding transportation issues	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work
Performs any accounting task pertinent to school/office operations. Including but not limited to: creating POs, placing orders, submitting invoices to Accounts Payable	Maintains proper filing system	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Performs other reasonable duties as required by Director(s)	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs		
	Sorts and distributes interoffice and other mail as needed		

ADMINISTRATIVE ASSISTANT: Vocational Based			
Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism

Performs any accounting task pertinent to office/dept operation including but not limited to: creating POs, submitting invoices to AP, preparing documents for procurement process, reconciling deposits with account transactions and account balances	Maintains schedules and makes arrangements for meetings, conferences, interviews and appropriate program inspections and cleaning	Inform caregivers on events and announcements as needed	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Processes payments/revenue for vocational programs. Provides documentation to central finance office.	Sorts and distributes interoffice and other mail as needed	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Maintains utmost levels of professionalism within the office and school community
Assists with Co-op and CTE placements and scheduling	Maintains standard office records for the department, including but not limited to program regulations, inspections, cleaning, and vehicle records	Translates emails or notices for families as needed via self, interpreter or school-issued translation device	Maintains confidentiality and respects sensitive information within the scope of professional duties
Maintains student records and attendance as required	Ensures orderly and efficient vocational office operations and ensures workspaces are properly maintained in office space as needed	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work

Prepares invoices for out-of-district students and evening facility rentals	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Respond appropriately to challenges/changes or new situations	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Compiles MCAS packets for teachers and staff.	Maintains proper filing system		
Compiles files and reports as needed	Orders/organizes supplies for office and vocational programs		
Performs any accounting task pertinent to office operation; monitors spending in regard to department-related accounts			
Assists with compiling post-grad data for yearly reporting			
Performs other reasonable duties as requested by supervisor			

ADMINISTRATIVE ASSISTANT: MHS House Based

Administrative Duties	Organizational Skills	Communication Abilities and Cultural Competency	Professionalism
Processes/stamps outgoing mail from own department	Maintains schedules and makes arrangements for meetings, conferences, and interviews	Shows respect and appreciation for the feelings and opinions of others, demonstrates consideration for individual and cultural diversity as well as cultural competency	Consistently fulfills professional responsibilities; is punctual and reliable with paperwork, duties, and assignments
Orders/organizes supplies for office and/or school building	Demonstrates a solid understanding of Google services as well as other technology-related skills and platforms appropriate to department needs	Translates emails or notices for families as needed via self, interpreter or school issued translation device	Maintains utmost levels of professionalism within the office and school community
Maintains student records and attendance as required. This includes adherence and documentation of the tardy/dismissal process.	Maintains standard office records for the department as necessary	Respond appropriately to challenges/changes or new situations	Maintains confidentiality and respects sensitive information within the scope of professional duties
Compiles files and reports as needed	Ensures orderly and efficient office operations and ensures workspaces are properly maintained in office space as needed	Ability to communicate and facilitate needs with administration between departments	Demonstrates eagerness to acquire new skills and develop proficiency in various areas of work

Assigns and maintains student locker assignments and maintenance	Sorts and distributes interoffice and other mail as needed	Receives and responds to daily emails, phone calls, and voice messages	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student confidentiality appropriately.
Assists in organizing all school-wide events.	Maintains proper filing system	Inform caregivers on events and announcements as needed	
Oversees office space which includes supervising students when waiting for a caregiver, AP, other staff member.			
Performs other reasonable duties as required by Supervisor(s)			