



The Coordinator of the WPS Production Center & PreK-5 Instructional Materials has primary responsibility for managing the WPS District Production Center, as well as overseeing all of the PreK-5 curriculum-related materials needs. The Coordinator also plays a supporting role in refining Central Office Communications to the public.

Full time equivalent is a 12-month position – 1,820 hours annually (2016 hours if hired after 10/1/14)

Supports Superintendent and Assistant Superintendent for Teaching and Learning with layout for communications to the public, including: event flyers, program communications, and the Annual District Progress report distributed to all residential addresses in Wellesley.

With guidance and oversight from the PreK-12 Director of English Language Learning, receive and process all K-12 general education interpreter and translation requests. This includes the following steps:

Confirm receipt and explain the interpreter or translation process and timeframe.

Forward translation requests to outside vendors or internal translation clubs.

Field questions and facilitate communication between translators and requesters when needed.

Confirm that the interpreter was on time and solicit feedback.

Process invoices from vendors for written translations and interpreters.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

