



JOB TITLE	Clerical Instructional Assistant
LOCATION	Spring Mill Elementary
WORK SCHEDULE	Full Time, 8 hours/day
CALENDAR LENGTH	School Year, 185 Days
FLSA CLASSIFICATION	Non-exempt, hourly employee
HOURLY RATE	\$18.20 (\$28,683 Annually)
BENEFITS	Paid Illness and Personal Business days, Seven paid holidays, Health, Vision, Dental and Life insurance eligible, District contributions to PERF, VEBA and 401A retirement accounts

JOB DESCRIPTION:

The Clerical Assistant reports directly to the Principal. Major areas of responsibility include supporting the Building Administrative Assistant in the following tasks:

- * Completing daily assignments including, but not limited to: answering the telephone, attendance, word processing, entering data, mailing, filing, copying, preparing materials, and helping parents, visitors, staff, and students with questions.
- * Communicating effectively with all school and community stakeholders, treating all with confidentiality, fairness, dignity, and respect, while representing the brand and image of WTS.
- * Possessing the ability to multi-task, remain calm and poised, while thinking and acting proactively.
- * Assisting with the processing of all student enrollments, reports, immunizations, withdrawal information, maintaining student files, and class lists.
- * Assisting in the organization of and preparation for school events with an attention to detail.
- * Performing other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Candidates must possess above-average computer skills utilizing Microsoft Word, Microsoft Excel, Google Docs, Google Sheets, and Google Drive. They should be well organized, flexible, and proficient in the use of all office equipment. Spreadsheet and database experience necessary. Prior work experience in a school-related environment and knowledge of basic record keeping skills is preferred. It is essential that candidates be able to communicate and deal tactfully with staff and various members of the public including parents, students, teachers, building level and central office administrators, community patrons, and public and private agencies.

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PHYSICAL DEMANDS:

PHYSICAL REQUIREMENT	PERCENTAGE OF TIME
Ability to stand for extended periods of time	Often
Ability to lift 25 pounds	Often
Ability to carry 25 pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent
Ability to see for the purpose of reading rules and policies and other printed matter	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate job-related equipment	Very Frequent
Ability to reach in all directions	Occasional

Seldom = Less than 25% /Occasional = 26 to 50% /Often = 51 to 75% /Very Frequent = Greater than 75%

The Metropolitan School District of Washington Township is an equal opportunity/equal access employer fully committed to achieving a diverse workforce and complies with all applicable Federal and Indiana State laws, regulations, and executive orders in its programs and activities. Washington Township does not discriminate on the basis of race, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, and veteran's status.

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