

Washington Township Schools

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www.msdwt.k12.in.us



The Metropolitan School District of Washington Township (MSDWT) is located in the northern section of Indianapolis. It is a dynamic community with broad diversity in cultures, religions, ethnic groups, races, and socioeconomic levels. MSDWT has been an educational leader in Indiana for the last sixty years.

Our mission is to nurture our students into tomorrow's leaders by cultivating learning environments that ignite innovation, amplify diverse and critical thinking, and inspire growth and achievement.

JOB DETAILS

Job Title	Administrative Assistant to the Principal
Location	Spring Mill Elementary
Work Schedule	Full-Time
Calendar Length	School year – 205 days
FLSA Classification	Hourly
Salary/Hourly Rate	\$19.30/hr. (\$31,652 annually)
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision insurance offerings.

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

The Administrative Assistant reports directly to the building Principal. Major areas of responsibility include:

- Answering telephones, typing, word processing, entering data, mailing, filing, copying and preparing materials.
- Assisting parents, visitors, staff and students with question.
- Process student enrollment tasks.
- Processing reports, immunizations, and withdrawal information, including maintaining all student files, class lists, and report cards.
- Serve as Treasurer - maintaining accounting records, including receipting of monies, creating requisitions for quotes, processing invoices and checks for services.
- Assisting in the organization of and preparation for school events with an attention to detail.
- Initiating all purchase orders and handling receipt of all items and supplies.
- Assist with scheduling building tours.

- Maintaining confidential student records for all students (including but not limited to retrieving records for special education students).
- Oversee after school programming (i.e. extra-curricular activities).
- Retrieve students in office for discipline visits.
- Maintain discipline records for all students.
- Maintain communication between administration, teachers, and attendance regarding In school Suspension and Out of School Suspension assignments.
- Generate and mail suspension documentation.
- Manage communication between administration and special education teachers regarding consequences for students with special needs.
- Manage communication and documentation for after-school assignment recovery program/
- Run reports for administration and for quality assurance
- Maintain health records.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Above average computer skills utilizing Microsoft Word, Microsoft Excel, Google Docs, Google Sheets, and Google Drive.
- Proficient in the use of all office equipment.
- Spreadsheet and database experience required.
- Knowledge of basic bookkeeping and record keeping skills is required.
- Candidates must be able to communicate tactfully with staff and various publics including parents, students, teachers, building level and central office administrators, community patrons, and public and private agencies.
- Candidates must maintain professional appearance at all times.
- Candidates must be well organized.

Experience

- Prior work experience in a school-related environment preferred.

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to stand for extended periods of time	Occasional
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Occasional
Ability to work at a desk, conference table or in meetings of various configurations	Very Frequent

PHYSICAL REQUIREMENT	PERCENT OF TIME Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter	Very Frequent
Ability to hear and understand speech at normal levels	Very Frequent
Ability to communicate so others will be able to clearly understand a normal conversation	Very Frequent
Ability to operate office equipment	Very Frequent
Ability to reach in all directions	Often
Climbing	Seldom
Overhead work	Occasional

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.