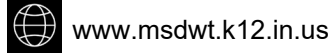


Washington Township Schools

8550 Woodfield Crossing Blvd.
Indianapolis, IN 46240
P: (317) 845.9400
F: (317) 205-3385



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	Secretary to the Assistant Principal
Location	North Central High School
Work Schedule	Full-Time
Calendar Length	Year-round (260 days)
FLSA Classification	Hourly – OP Level 4
Salary/Hourly Rate	\$15.91/hr (Additional rate consideration will be given for those with MSDWT experience in a position of similar nature)
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

Under the supervision of the Assistant Principals in charge of Student Activities, Health Center, Student Bulletin, School Photographer, Hearing Screening, Alumni Hall of Fame, the Secretary is responsible for performing the following duties:

- Performing all necessary duties to complete daily assignments including the utilization
- of Microsoft Word, Excel and database, answering telephones, scheduling appointments, copying and preparing materials for distribution, mailing and filing.
- Maintaining good communications and public relations on a daily basis with various stakeholders including parents, students, teachers, administrators, and outside agencies.
- Coordinating activities and performing all clerical duties relating to registration and summer school including the preparation and distribution of materials; performing data entry, word processing, copying, filing, and mailing materials, maintaining accurate records, and interacting with community stakeholders.

- Keeping accurate and updated list of the current clubs and sponsors in existence at North Central
- Coordinate with the school photographer for Panther Prep, picture retake, senior pictures, and school ID.
- Supervising student office assistants.
- Assist in coordinating with the health center the plan for immunization exclusion date. Accurately input students shot records to indicate compliance.
- Serve as liaison support with the alumni office to order plaques for the hall of fame inductees. Gather inductee information and guest list for the ceremony and program.
- Assist in coordinating with the health screening to coordinate hearing screenings for all 10th graders.
- Create a daily school bulletin alongside the Polytech department.
- Providing assistance during Summer School with enrollment, drop/adds and discipline.
- Other duties as assigned by the Assistant Principal or Principal.

Knowledge, Skills, and Abilities

- Qualified candidates must be conscientious, well organized, detail-oriented, flexible, and should be able to set priorities.
- The ability to be a self-starter and able to work independently with minimal supervision is required.
- Proficiency in the use of all office equipment is necessary.
- Experience with Microsoft applications including Word and Excel is required.
- Candidates must be able to communicate and interact tactfully and professionally with staff and various publics including parents, students, teachers, building level and central office administrators, community patrons, and public and private agencies.

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	Very Frequent
Ability to carry 25 pounds	Often
Amount to lift 25 pounds	Often
Amount of force to push/pull up to 25pounds	Often
Ability to work at a desk, conference table or in meetings of various configurations	Often
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

PHYSICAL REQUIREMENT	PERCENT OF TIME
	Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above
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	Very Frequent
Climbing	Occasional
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.