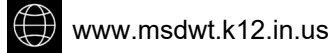


Washington Township Schools

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	Student Services Secretary
Location	J. Everett Light Career Center
Work Schedule	7:30am - 4:00pm
Calendar Length	Year round - 260 days
FLSA Classification	Hourly – OP Level 3
Salary/Hourly Rate	\$15.91/hr. (\$33,092 annually)
Benefits	Paid leave days, paid holidays, retirement contributions (PERF, 401a, VEBA), life insurance and health, dental and vision offerings. Benefits are effective the 1 st of the month following 30 days of employment. Additional benefits information can be found at https://www.msdwt.k12.in.us/benefits

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

Under the supervision of the Supervisor of Student Programs, the Student Services Secretary is responsible for performing the following duties:

- Support the completion of required state and federal reports by entering data and producing and uploading reports.
- Support data sharing with referring schools in areas including Graduation Pathways, attendance and grade data reports
- Support JELCC enrollment by:
 - Publishing enrollment information,
 - Creating and maintaining student records
 - Collecting, recording and sharing relevant data with stakeholders
 - Collaborate with school counselors and administrators to prepare schedules

- Draft and publish Course Guide

- Performing reception desk duties including answering telephones and welcoming visitors and students
- Communicating effectively with all school and community stakeholders, treating all with confidentiality, fairness, dignity and respect
- Accounting for, and processing of, all student records
- Recording and reporting student attendance
- Facilitating the withdrawal process, including timely completion of Requests for Records and input of data
- Entering all data input relating to student services
- Participate in JELCC committees and school wide events
- Collaborate with Student Services and Leadership team
- Coordinate student recognition initiatives
- Performing other duties as assigned by the JELCC leadership

Knowledge, Skills, and Abilities

Qualified candidates will be conscientious, well organized, detail oriented, flexible, and able to set priorities. They will be self-starting and able to work independently with minimal supervision. Proficiency in the use of all office equipment required. Experience with Microsoft applications such as Word, Powerpoint and Excel is required. High level proficiency in Excel is mandatory.

Above average keyboarding skills are essential. The ability to speak Spanish is desired, but not required. Candidates must be able to communicate and interact tactfully and professionally 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.

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	Often
Ability to carry 25 pounds	Occasional
Amount to lift 25 pounds	Occasional
Amount of force to push/pull up to 25pounds	Seldom
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 job related equipment	Very Frequent
Ability to reach in all directions	Very Frequent
Climbing	Seldom
Overhead work	Seldom

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.