

# 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

|                            |                                                                                                                                                |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>           | Receptionist                                                                                                                                   |
| <b>Location</b>            | District Elementary Schools (See posting for specific locations)                                                                               |
| <b>Work Schedule</b>       | 7:00am - 3:30pm (M-F)                                                                                                                          |
| <b>Calendar Length</b>     | School year (195 working days)                                                                                                                 |
| <b>FLSA Classification</b> | Hourly                                                                                                                                         |
| <b>Salary/Hourly Rate</b>  | \$15.91/hr (\$24,819 annually)                                                                                                                 |
| <b>Benefits</b>            | 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 Principal in charge of office personnel, the Front Desk Receptionist is responsible for performing the following duties:

- Keep front desk tidy and presentable with all necessary material (i.e. pens, forms, paper etc.)
- Greet and welcome guest and ensure the security of the school by monitoring access.
- Answer questions and address complaints.
- Answering all telephone calls and emails to the main console.
- Ensure effective communication between school administrators, parents, students, and community members.
- Support administrative staff by providing information to students and parents.
- Perform clerical duties, such as updating records (i.e. class schedules and academic transcripts).
- Coordinate parent meetings.
- Assist with updating the school event calendar.
- Receive letters, packages etc., and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.

- Run background checks on visitors that require background check.
- Monitor office supplies and place orders when necessary.
- Assist with maintaining student files.
- Assist with arrival and dismissal
- Work with students who visit the office; de-escalate students as necessary
- Work collaboratively with front office staff, admin, and social worker
- Assist teachers and staff with daily needs
- Assist with maintaining student files
- Performing other tasks as assigned

### Knowledge, Skills, and Abilities

- Strong customer service skills.
- Excellent customer service, communication and public relations skills in dealing with various publics including parents, students, teachers, administrators, and various agencies.
- Experience using Microsoft Office Suite
- Strong technical skills with above average computer skills and ability to use printers, copiers, and fax machines
- Attention to detail and organization skills is necessary.
- Must be able to work in fast paced environment and multi-task.
- Ability to work independently.
- Must be able to pass a local and national criminal background check.
- Knowledge and experience with Google Docs.
- Must be able to problem solve.
- Previous experience working with students is preferred.

| PHYSICAL REQUIREMENT                                                                                  | <b>PERCENT OF TIME</b><br>Seldom = Less than 25%<br>Occasional = 26 to 50%<br>Often = 51 to 75%<br>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                                                                                                                    |
| 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                                                                                                                    |

| PHYSICAL REQUIREMENT                | <b>PERCENT OF TIME</b><br>Seldom = Less than 25%<br>Occasional = 26 to 50%<br>Often = 51 to 75%<br>Very Frequent = 76% and above |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Ability to operate office 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.