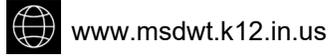


Washington Township Schools

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.

If you are applying for this position using an outside job board (i.e. Indeed), please visit our website directly to apply at www.msdwt.k12.in.us/careers.

JOB DETAILS

Job Title	Attendance Secretary
Location	North Central High School
Work Schedule	Full-Time
Calendar Length	School year, 195 working days
FLSA Classification	Hourly, non-exempt
Salary/Hourly Rate	\$15.91/hr. (\$24,819 annually)
Benefits	Benefits are effective 1 st of the month following the first day 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 Assistant Principal, the Attendance Secretary is responsible for performing the following duties:

- Completing attendance assignments including entering certain portions of the daily attendance report.
- Receiving and making telephone calls to the homes of students regarding absences.
- Issuing passes to students throughout the day.
- Maintaining the computerized attendance program by entering data, updating daily records, preparing weekly tally reports, and updating individual files.
- Supervising office helpers.
- Maintaining and updating computerized student emergency information system.

- Maintaining attendance office policies and procedures.
- Performing other assigned duties.

Knowledge, Skills, and Abilities

- Proficient use of MS Word and Excel required.
- Above average typing/keyboarding and word processing skills required.
- Well organized, flexible and proficient in the use of all office equipment.
- Candidates must be able to deal discreetly and tactfully with staff and various public including parents, students, teachers, and building level and central office administrators, community patrons, and public and private agencies.

Education

- High school diploma required

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	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
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.