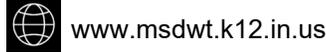


Washington Township Schools

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	Data Processing Specialist
Location	North Central High School
Work Schedule	Full-Time, 7:15am – 3:45pm
Calendar Length	Year-round
FLSA Classification	Hourly, Non-Exempt
Salary/Hourly Rate	\$15.91 - \$18.46/hr. (\$33,092 - \$38,396 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

Under the supervision of the Assistant Principal responsible for office personnel, the Data Processing Specialist is responsible for performing the following duties:

- Maintaining the Skyward system, which includes but is not limited to:
 - Data entry for master schedule
 - Conduct balancing of classes
 - Hand schedule SPED, ENL, VOCED
 - Collaborate with JEL on state requirements and course codes
 - Ensure JEL classes are cross-entity with NCHS
 - Process grade changes
 - Upload grade reports to Portfolio
 - Upload transcripts to Portfolio
 - Run various grade reports: honor roll, GPA, grade change requests, etc.

- Enter grade replacements
- Code NCAS, Homebound and 16A students
- Create activity groups for specific programming
- Support True North with course creation and grading
- Managing the programming, which includes but is not limited to
 - Assisting with the Top 100 Program
 - Adding students to the Edmentum and filling out grade forms upon completion of courses
 - Course catalog review
 - IB/Dual Credit support for the IB/Dual Credit Coordinator scheduling
 - Provide sponsor data for the National Honor Society
 - Provide support to the PEP advisor with setup and Canvas for the Panther Exploration Project
- Provide student and parent support, which includes but is not limited to:
 - Processing and maintaining information in the Skyward system
 - Ensuring that ParentSquare communications are processed and sent to families
- Data entry processing, which includes running data for ADM, department chairs, counselors, Central Office and teachers
- Other tasks as assigned.

Knowledge, Skills, and Abilities

- It is essential that the Data Processing Specialist possess above-average keyboarding skills, extreme attention to detail work and good organizational skills.
- Computer experience is necessary.
- Must have good communication and public relations skills in dealing with various publics including parents, teachers, counselors, administrators, and other staff members.

Education

- High School Diploma or equivalent

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
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	Occasional
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.