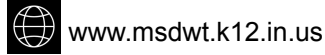


Washington Township Schools

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 Assistant |
| Location | North Central High School |
| Start Date | July 28, 2026 |
| Work Schedule | 7:30am - 4:00pm |
| Calendar Length | School year, 195 working days |
| FLSA Classification | Hourly Non-exempt |
| Salary/Hourly Rate | \$19.50/hr (\$30,420 annually). Additional compensation available with proof of post-secondary education and approved industry certifications. |
| 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, the Attendance Assistant is responsible for performing the following duties:

- Developing and monitoring attendance patterns and profiles for approximately 1,500 students within specific grade level attendance assignments.

- Assisting with office services, policies and procedures.
- Receiving and making telephone calls to the parents/guardians of students regarding absence concerns.
- Typing and mailing attendance letters to parents as needed.
- Assisting with before and after school bus supervision for an additional hour per day.
- Coordinating Excessive Absence Review procedures in conjunction with the school district's attendance policy.
- Performing other assigned duties.

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 Word and Excel is mandatory. Knowledge of Skyward is helpful, but not required. It is essential for candidates to 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.

Education

High school diploma or equivalent required

Physical Demands

| 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 more than 50 pounds | Seldom |
| Amount to lift more than 50 pounds | Seldom |
| Amount of force to push/pull up to more than 50pounds | Seldom |
| Ability to work at a desk, conference table or in meetings of various configurations | Often |

| 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 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.