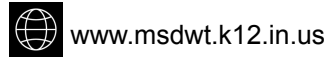


Washington Township Schools

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	Secretary to the Assistant Principal and Student Support Team
Location	North Central High School
Start Date	July 27, 2026
Work Schedule	7:30am - 4:00pm
Calendar Length	Year-round
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 administrator in charge of Student Support Team and Assistant Principal in charge of building operations, the Secretary is responsible for performing the following duties:

- Performing all necessary duties to complete daily assignments including the utilization of Microsoft Word, Excel and database, answering telephones,

scheduling appointments, copying and preparing materials for distribution, mailing and filing.

- Maintaining good communications and public relations on a daily basis with various stakeholders including parents, students, teachers, administrators, and outside agencies.
- Coordinating activities and performing all clerical duties relating to registration and summer school including the preparation and distribution of materials; performing data entry, word processing, copying, filing, and mailing materials, maintaining accurate records, and interacting with community stakeholders.
- Processing parking stickers for faculty and students. Duties include keeping an accurate database, assisting students and families with questions and/or concerns pertaining to parking, and interacting with security personnel pertaining to parking violations.
- Assists and provides support for field trips and communicates to Transportation.
- Maintaining building keys. Responsibilities include maintaining an accurate key database and distributing return of all building keys.
- Maintains and updates state required vaccine information for assigned grade level.
- Other duties as assigned by the Assistant Principal or Principal.

Knowledge, Skills, and Abilities

Qualified candidates must be conscientious, well organized, detail-oriented, flexible, and should be able to set priorities. The ability to be a self-starter and able to work independently with minimal supervision is required. Proficiency in the use of all office equipment is necessary. Experience with Microsoft applications including Word and Excel is required. Candidates must be able to communicate and interact tactfully and professionally with staff and various publics 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

<p style="text-align: center;">PHYSICAL REQUIREMENT</p>	<p style="text-align: center;">PERCENT OF TIME</p> <p>Seldom = Less than 25% Occasional = 26 to 50% Often = 51 to 75% Very Frequent = 76% and above</p>
Ability to stand for extended periods of time	Occasional
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	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.