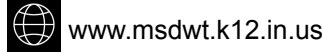


Washington Township Schools

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	Administrative Assistant - Executive Leadership Team (Human Resources)
Location	MSDWT Central Office
Work Schedule	8:00am - 4:30pm
Calendar Length	Year-round
Salary/Hourly Rate	\$52,000 annually Additional compensation available for post-secondary education, approved industry certifications, and bilingual proficiency.
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

The Human Resources Assistant reports to the Director of Human Resources and supports all members of the Human Resources Department. Major areas of responsibility include:

- Completing daily assignments, including but not limited to: answering calls, word processing, data entry, mailing, electronic and paper filing, copying, and preparing materials.
- Communicating effectively with all school and community stakeholders, treating all with confidentiality, fairness, dignity and respect.

- Working in collaboration with Human Resources Coordinators in the new hire process. Duties include tracking, obtaining, verifying, and copying information related to new hire documents, background checks and teaching credentials.
- Obtaining and maintaining background check records for employees to ensure background checks are current. Updating other departments as needed.
- Assisting with human resources projects throughout the year.
- Coordinating and organizing HR sponsored events, including but not limited to: annual W Awards, Years of Service for Retirees, Holiday gatherings for staff, teacher recruitment fairs, and other recruitment events throughout the year.
- Managing all District student teacher assignments.
- Completing all incoming and outgoing Verification of Employment and Verification of Experience requests.
- Completing, filing, and maintaining all I9 and E-Verify information.
- Monitoring and obtaining staff licenses and certificates, assuring that they are current and accurate.
- Maintaining and updating various records for new hires.
- Monitoring department financial accounts. Processing purchase orders and credit card payments.
- Scheduling monthly ResQ CPR classes in support of teacher licensing.
- Maintaining/updating and supporting the online platform for District trainings, including tracking completion and reminders to staff
- Administrator of Frontline/Aesop (year round adding new hires/removing terms) and KES subs.
- Maintaining/updating emergency information and sheets for active CEC employees.
- Assisting with the creation and maintenance of employee permanent records.
- Maintaining permanent employee records as electronic and paper files.
- Performing other duties as assigned.

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 applications such as Adobe, Microsoft Word, Excel and PowerPoint, and Google Docs is mandatory. Candidates must 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 is 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	Seldom
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.