

Washington Township Schools

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www.msdwt.k12.in.us



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	Library Secretary
Education	High school diploma or equivalent
Location	North Central High School
Work Schedule	8:00am - 1:00pm
Calendar Length	School year, 185 working days
FLSA Classification	Hourly
Salary/Hourly Rate	\$19.50/hr (\$28,860 annually) Additional compensation awarded for post secondary education, approved industry certifications and bilingual proficiency.
Benefits	Paid leave days, paid holidays, retirement contributions (401a, VEBA).

JOB EXPECTATIONS & REQUIREMENTS

Position Purpose / Description

The Library Secretary is under the supervision of the Library and Learning Center Department Chairperson. Responsibilities include:

- Assisting and supervising students looking for library resources using Mac and Windows operating systems, Microsoft Office, Apple products, and Google applications to work on school assignments.
- Recruiting, instructing, and mentoring student assistants.
- Using the student data system to effectively track student attendance in the library and to generate reports.
- Communicating effectively with students, MSDWT staff, and the community, treating all persons with confidentiality, fairness, dignity, and respect.
- Operating circulation system to maintain print, audiovisual, and digital collections, to generate library usage reports and overdue notices, and to collaborate with the bookstore manager on student arrears.
- Maintaining supply inventory, ordering materials, and handling interlibrary loans.
- Organizing book carts and shelving books.
- Receiving shipments, processing books, circulation, inventory, and withdrawals, etc.
- Maintaining library displays, processing poster and laminating orders for teachers.
- Performing other tasks as assigned by the Library and Learning Center Department Chairperson

Knowledge, Skills, and Abilities

Qualified candidates will be conscientious, well organized, detail oriented, patient, flexible, and enjoy working with young people. They will be self-starting and able to work independently with minimal supervision. Proficiency in the use of all office equipment is required. Experience with Microsoft Word and Excel is mandatory. Knowledge of Skyward and Destiny 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	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.