CARMEL CLAY SCHOOLS
TOGETHER WE ACHIEVE

5201 East Main Street
Carmel, IN 46033

317.844.9961

www.ccs.k12.in.us

Position Description

Position Title: 200-Day Administrative Assistant (Front Desk)	**Name of School/Department:** Elementary School/Front Office
Supervisor: Principal/Assistant Principal	**Date:** 2026-2027
Terms of Employment: 10 months (200 days)	**FLSA:** Non Exempt

Persons in this position may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal elements of the job.

Primary Function:

Serve as front desk receptionist for the building and supports school administrators.

Representative Essential Duties:

- Monitor district radio as well as building radio to maintain school safety within the building and keep the lines of communication open between the school and transportation.
- Greet parents, students and visitors
- Answering multi-line phone
- Student Registration, enrollment and withdrawal
- Maintain physical and digital student records
- Schedule students in PowerSchool
- PowerSchool queries
- Assist substitutes with daily assignments
- Acts as the building registrar- which includes enrolling, unenrolling and maintaining records for incoming and outgoing students
- Maintains attendance for the building and keeps updated into the student management system
- Schedules students into student management system
- Keeps confidential information regarding student information
- Working knowledge of Google Suite
- Ability to learn other district computer programs

Carmel Clay Schools District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disabilities Act as required by law.

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Representative Marginal Duties:

- Assist with all school drills
- Provide student schedules to administrators
- Provide tardy passes to students
- Maintaining order and cleanliness office workroom
- Set up Hospitality Room as needed

Essential Knowledge, Skills, and Experience:

- Detail-oriented and strong organizational skills are necessary
- Ability to communicate clearly and concisely both orally and in writing
- Familiarity with the school work environment is helpful
- Possesses strong interpersonal and telephone skills
- Possess an understanding of Google Suite and computer skills
- Ability to handle multiple tasks simultaneously and work in both critical and quiet settings

Personal and Professional Responsibilities:

- Nurture a positive relationship with supervisors, subordinates, and peers
- Demonstrate respect for supervisors, subordinates, and peers
- Demonstrate the ability to deal with sensitive issues tactfully and maintain confidentiality
- Address concerns and offer suggestions in an appropriate and confidential manner

Working Conditions:

Environment: Work is performed in a general office environment.

Physical and Mental Efforts with reasonable accommodations, if necessary:

- Sitting for extended periods of time; dexterity to operate a computer and other office equipment
- Reaching overhead, above the shoulders, and horizontally, bending at the waist, and kneeling or crouching to retrieve files from cabinets and shelves; lifting heavy supplies
- Hearing and speaking to exchange information in person or on the telephone; seeing to read various documents related to assigned duties
- Ability to remain organized with multiple interruptions

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Work Relationships:
Work closely with all levels of school personnel, students and parents

Regular Work Hours/Travel Requirements:
7.25 Hours per day. 30 minute unpaid Lunch. Travel is minimal
Must be willing to adjust work hours during peak times of the school year

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