



Perry Township Schools * Beech Grove City Schools * MSD of Decatur Township

Position Overview: The Administrative Assistant/ECA Treasurer is responsible for a variety of administrative tasks supporting the smooth daily operation of the school and ensuring effective financial management for the Extra-Curricular Activities (ECA) program. This role requires strong organizational, communication, and financial skills to support staff, students, and various school functions.

Key Responsibilities:

1. **Mail and Communication:**
 - Process and manage daily mail (US Post and Inter Department Mail) with Perry.
 - Maintain clear and accurate communication with staff regarding absenteeism, attendance, and any important notices.
 - Post daily student attendance and send staff emails about unenrollment.
 - Daily email to all staff with staff absences and important information
2. **Attendance:**
 - Handling student attendance, suspension records, and enrollment/records requests.
 - Maintain district daily attendance spreadsheet for the Business Manager.
3. **Financial Management (ECA Treasurer):**
 - Oversee financial transactions, including writing checks, making deposits, and managing credit card transactions for ECA accounts.
 - Conduct regular audits of ECA accounts and ensure all statements are kept up to date.
 - Handle transportation forms for applicable districts, including field trips
4. **IEP and Compliance:**
 - Manage IEP compliance, collaborating with the Department Chairs to ensure appropriate documentation is completed.
 - Assist in Medicaid forms by using IIEP and Ed Data systems for completion, and fax forms to Medicaid.
5. **Scheduling and Coordination:**
 - Maintain facility calendars (LGI, conference rooms, HS, WAR).
 - Ensure all staff meetings, admin team meetings, and other important events are properly scheduled.



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6. Documentation and Reporting:

- Coordinate and maintain proper filing of important documents, including meeting minutes, public announcements, governing board packets, and professional development materials.
- Prepare and send public announcements, post agendas on doors, and document/send meeting minutes
- Cross-check Komputrol timesheets and assist in timesheet preparation for staff.
- Manage and distribute the leave report to Human Resources

7. Website and External Communication:

- Coordinate to ensure timely updates to the school website.
- Post important information on ParentSquare and assist with public announcements for negotiations and other relevant school matters.

8. Compliance and Reports:

- Maintain and update safety guidelines for submission to the State.
- Complete the necessary forms for DOE security coordination and eligibility changes.

9. Other Administrative Duties:

- Help with business card requests, professional development coordination, and mileage reporting for staff.
- Provide backup support to the school secretary when needed.
- Act as a liaison to the Department of Education (DOE) and ensure proper documentation for all required reports and security coordination.

10. Miscellaneous:

- Assist with fundraisers.
- Other tasks as needed by the administrative team.

Required Skills & Qualifications:

- High school diploma or equivalent; Associates or Bachelor's degree preferred.
- Strong organizational skills and attention to detail.
- Proficiency in PowerSchool, Google Suite, IIEP, Ed Data, Skyward and basic accounting software.
- Ability to communicate effectively with staff, students, and external agencies.
- Prior experience with administrative or financial roles, especially in an educational setting, is a plus.
- Ability to multitask and manage competing priorities in a fast-paced environment.
- Must be bonded due to handling financial transactions (deposits, checks).
- Familiarity with compliance and regulatory requirements (e.g., IEP, Medicaid, NEOLA, DOE).



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Working Hours:

- Full-time, 8 hours per day, with lunch included (7:15-3:15)
- 210 days of work per year (includes paid time off for Labor Day and the day after Thanksgiving).

Compensation:

- Competitive salary commensurate with experience.
- Benefits package available.