

BROWNSBURG COMMUNITY SCHOOL CORPORATION

NOTICE OF VACANCY

April 11, 2024

Position: Administrative Assistant – Enrollment and Curriculum
(12-month position)

Location: Administration Center

Qualifications:

- High School Diploma
- General knowledge of school and office procedures
- Ability to work effectively within the enrollment software (InfoSnap) and Microsoft Office products
- Ability to work effectively with staff, students, and families using diplomacy and tact
- Must be efficient, detailed oriented and able to multi-task
- Excellent written and verbal communication skills

Responsibilities:

- Provide parent support for enrollment software
- Communicate and follow up with PK-8 parents/guardians on necessary enrollment documents
- Assist walk-in families with the enrollment forms and process
- Work with the Registrar to maintain and update student data for both new and returning students
- Provide support to staff at various buildings with regard to enrollment software, student enrollment questions, custody questions, and student records
- Collaborate with other departments within in the district (special education, data, curriculum instruction, transportation, etc.) to ensure all enrollments or changes are reflected as needed
- Provide support as needed to other curriculum departments such as special education, ELL, the BOOST program, etc.

Starting Date: Immediately

Contact: Submit online application at: www.brownsburg.k12.in.us
(Click on Employment, select Support Staff application)

Jodi Gordon
Director of Human Resources
Brownsburg Community School Corporation
310 Stadium Drive
Brownsburg, IN 46112
PH: 317-852-5726

Equal Opportunity

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries may be referred to: Title IX Coordinator, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.