

**BROWNSBURG COMMUNITY SCHOOL CORPORATION**

**NOTICE OF VACANCY**

**June 18, 2026**

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**Position:** Drug Testing Coordinator – **PART TIME**

**Location:** Brownsburg High School

**Qualifications:**

- High School Diploma
- Excellent verbal and written communication skills
- Proficient in Microsoft Word and Excel
- Strong work ethic; professional demeanor
- Ability to work independently

**Responsibilities:**

- Works collaboratively with building administrators to administer the drug testing program for students
- Responsible for coordinating the testing, ordering supplies, tracking results and maintaining required records
- Responsible for compliance with all state and federal laws
- Works with students and follows up, as needed, to develop and implement student goals and plans
- Maintains respect at all times for confidential information

**Other Information:** 20 hours per week; hours may flex from day to day

**Start Date:** Beginning with the 2026-27 school year  
(first work day: Monday, July 27, 2026)  
(first student day: Wednesday, July 29, 2026)

**Contact:** Submit online application at: [www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us)  
(Click on Employment, Employment Opportunities, Select Support Staff application)

Jodi Gordon  
Executive Director of Human Resources  
Brownsburg Community School Corporation  
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Brownsburg, IN 46112  
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**Equal Opportunity**

Brownsburg Community School Corporation does not unlawfully discriminate on the basis of race, color, religion, sex, national origin 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.