BROWNSBURG COMMUNITY SCHOOL CORPORATION

N O T I C E OF V A C A N C Y

November 20, 2026

Position:	**Administrative Assistant**
Location:	**East Middle School**
Qualifications & Responsibilities:	**-High School Diploma** **-Ability to deal calmly and effectively with the students, parents and public, using tact and diplomacy** **-Ability to provide a high level of customer service to students, parents, staff and patrons** **-Responsible for accurately recording all student attendance and discipline reports** **-Provide administrative support for the building administration** **-High degree of proficiency with office procedures and computer skills (Microsoft Office Professional)** **-Excellent verbal and written communication skills** **-Ability to perform multiple tasks at a time** **-Maintains confidentiality at all times** **-Proven organizational skills**
Other Information:	**37.5 hours/week** **203 works days/year**
Starting Date:	**Immediately**
Contact:	***Submit online application, letter of interest, and resume at (select Support Staff Application):*** **www.brownsburg.k12.in.us** **Jodi Gordon** **Executive 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.