BROWNSBURG COMMUNITY SCHOOL CORPORATION

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

November 24, 2026

Position:	**Administrative Assistant / In-School Suspension Supervisor**
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** **-Provide administrative support for the athletic director and building administration** **-supervise and provide support for students assigned to in-school suspension** **-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** **185 work 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.