

BROWNSBURG COMMUNITY SCHOOL CORPORATION

**NOTICE OF VACANCY**

July 30, 2020

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**Position:** Media Center Instructional Assistant

**Location:** Lincoln Elementary

**Qualifications:**

- High School Diploma
- Excellent verbal and written communication skills
- Ability to work independently
- Ability to provide excellent customer service

**Responsibilities:**

- Deliver media center lessons to students grades K-5 daily
- Manage student behavior and the daily operation of the media center to include managing media equipment and materials within the media center
- Assist with arrival, dismissal, lunch and recess supervision

**Starting Date:** Immediately

**Contact:** *Submit online application at:*  
[www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us)  
*(Click on Employment, then Employment Opportunities,  
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/Assistant Superintendent, BCSC, 310 Stadium Drive, Brownsburg, IN 46112.