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SOUTH WINDSOR PUBLIC SCHOOLS

July 27, 2026

JobId: 2991

School Counseling Secretary **Timothy Edwards Middle School**

Description: South Windsor Public Schools is seeking a secretary to work in the school counseling department at Timothy Edwards Middle School. This position is classified as eleven and a quarter (11.25) months per year with a seven and one-half (7.5) hour work day plus a one-half hour (30 minute) unpaid lunch.

South Windsor is a diverse community of approximately 27,000 citizens and more than 5,100 public school students. The district values this diversity, and has worked to create a districtwide culture of equity and social consciousness. SWPS is comprised of four elementary schools, one middle school (6-8), and one high school (9-12), all of which cultivate and support culturally responsive classrooms and learning communities. The ongoing work of our teachers and staff includes the creation of enriching experiences that expand the depth of knowledge for students beyond today's classroom in order to produce graduates with the 21st century skills needed to make them college or career ready.

If you are someone who believes in the power of a high-quality education, who champions equity and inclusion, and who is ready to be part of an exceptional team working to prepare students to achieve their own personal excellence in a complex global society, then we hope you'll consider joining South Windsor Public Schools. We invite applicants to join a team of exemplary teachers, administrators, and support staff working to shape an exciting time in the South Windsor community.

Qualifications: We are seeking an individual with the skills necessary to maintain a professional atmosphere in an office that is in constant contact with members of both the school community and the community at large. The successful candidate must have positive interpersonal and communication skills, well-developed organizational skills, the ability to maintain confidentiality, and strong desire to help others and assist students, families, and staff members as they seek the services of the school counseling department. Applicants must have the ability to manage multiple tasks, and knowledge of MS Office, Google, and other Windows-based applications. Familiarization with PowerSchool and Naviance a plus. Previous experience working with adolescents is required.

Salary: The current entry rate is \$28.42 per hour with incremental increases. Benefits are offered.

2026-2027	Entry	12 Months	18 Months	24 Months
	\$28.42	\$30.09	\$31.77	\$33.43

Apply online at www.southwindsorschools.org under the District Information link. Please make sure you have provided all materials (cover letter, resume, three letters of recommendation, and transcripts) that are required for the application process. Written references must match those listed on the application.

Open until filled

The South Windsor Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability, pregnancy, genetic information, veteran status, gender identity or expression or status as a victim of domestic violence, or any other basis prohibited by state and federal law, except in the case of a bona fide occupational qualification.