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SOUTH WINDSOR PUBLIC SCHOOLS

July 29, 2026

JobId: 2997

Central Office Administrative Secretary Facilities Operations Department

Description: South Windsor Public Schools is seeking a central office administrative secretary to work in the facilities operations department. This position is classified as a twelve (12) month work 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 and efficient office environment while serving as a primary point of contact for staff, administrators, contractors, vendors, and members of the public. The successful candidate must possess excellent interpersonal and communication skills, strong organizational abilities, exceptional attention to detail, and the ability to maintain confidentiality while exercising sound judgement. Applicants must have a minimum of three (3) to five (5) years of progressively responsible administrative or secretarial experience, preferably in a public-school district, municipal office, or a related environment. Candidates must be able to prioritize multiple tasks, meet deadlines, and adapt to changing priorities in a fast-paced facilities office. Proficiency with Microsoft Office suite, Google Workspace, Munis, and other Windows-based applications is required. Experience with budgeting, purchasing, invoice processing, and maintaining electronic records as well as with maintenance management and facilities software, is highly desirable. Familiarity with school facilities operations, construction projects, and Connecticut public procurement procedures is a plus.

Salary: The current entry rate is \$31.94 per hour with incremental increases. Benefits are offered.

2026-2027	Entry	12 Months	18 Months	24 Months
	\$31.94	\$33.81	\$35.70	\$37.57

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.