Dr. Kate M. Carter
Superintendent of Schools
(860) 291-1205

Tracie D. Peterson
Assistant Superintendent
Curriculum and Instruction
(860) 291-1210

Dr. Richard J. Sanzo
Assistant Superintendent
Personnel and Administration
(860) 291-1215

Chris M. Chemerka
Chief Financial & Operations Officer
(860) 291-1269

SOUTH WINDSOR PUBLIC SCHOOLS

October 21, 2026 JobId: 3067

School Administrative Secretary
Orchard Hill Elementary School

Description: South Windsor Public Schools is seeking a school administrative secretary to the principal at Orchard Hill Elementary School. 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. Anticipated start date on or around January 1, 2027.

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 applicant will work closely with the principal to monitor the implementation of applicable Board of Education policy; to assist in the preparation of correspondence and reports; maintain the calendar of the principal; and coordinate the work of other support personnel as necessary. The successful candidate must have positive interpersonal skills, well-developed organizational skills, the ability to manage multiple tasks, and knowledge of MS Office, Google and other Windows-based applications. Familiarization with PowerSchool a plus. Previous experience working in an office setting is required.

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 include 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.