



NOTICE

DEADLINE: DECEMBER 17, 2021

The Tangipahoa Parish School System (TPSS) is now accepting applications for the following position:

- POSITION: SCHOOL SECRETARY (9 Months)
- SALARY: \$20,685 - \$28,374
(based on years of experience)
- LOCATION: Virtual School (currently located at O.W. Dillon site)
- CRITERIA: High School Diploma or Equivalency Certificate, passed Civil Service Test for Office Support Exam or Coast Exam or successfully completed coursework leading to Associate Degree in Office Administration or successfully completed related coursework at a State Approved Vocational School or State Approved Business School. A Bachelor's Degree or higher will be accepted in lieu of any of the above requirements. Diplomas, Transcripts, Certificates of Completion, and/or Civil Service Test Scores must be submitted with the application.

This position is federally funded and future academic year renewal is based on allotment of federal funds.

Address application and other pertinent information to: *Gavin Vitter, Director of Human Resources, Tangipahoa Parish School System, 59656 Puleston Road, Amite, LA 70422.*

Include a letter with your application stating specifically the position for which you are applying, being sure to include you complete address, telephone number and email address; as well as references, qualifications past work experience, personal data, and verification of meeting the established criteria listed above. Submit all credentials with your application.

Submit your application before the deadline of December 17, 2021 even if a previous application is on file with TPSS Human Resources, as previous applications will not be considered.

The Tangipahoa Parish School System is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability.

DATE ADVERTISEMENT POSTED: DECEMBER 3, 2021

TANGIPAHOA PARISH
SCHOOL SYSTEM