

Iberville Parish School Board

P. Edward Cancienne, Jr., Ph.D.
Superintendent
Secretary/Treasurer

Melvin Lodge
President

Glyna Kelley
Vice-President

HUMAN RESOURCES ...We put children first

December 15, 2009

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NOTICE OF VACANCY AS OF ABOVE DATE

Applications are being accepted for the following position:

PERSONNEL SECRETARY II

**IBERVILLE PARISH SCHOOL BOARD
(CENTRAL OFFICE)**

Anyone interested in being considered for the above position should submit an application or resume' to:

Janet Marionneaux, Executive Director
of Personnel, Curriculum & Instruction
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Jr., Superintendent

QUALIFICATIONS: SEE ATTACHED

DATE OF EMPLOYMENT: January 12, 2010

DEADLINE FOR ACCEPTING APPLICATIONS: December 29, 2009

It is the policy of the Iberville Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabling condition, or veteran status in its educational programs and activities. This includes, **but is not limited to** admissions, educational services, financial aid and employment.

**IBERVILLE PARISH PUBLIC SCHOOL SYSTEM
JOB DESCRIPTION**

TITLE: Personnel Secretary II

QUALIFICATIONS: The applicant must meet the following requirements:
High School Diploma; Associates Degree in a content area that would enhance position requirements is preferred
Possess technology skills in Word, Excel and Power Point
Ability to speak professionally and positively
Maintain confidentiality and loyalty to Director and Superintendent

REPORTS TO: Executive Director of Personnel, Curriculum and Instruction

JOB GOAL: To assist Executive Director and Curriculum and Instruction Department to implement personnel, and curriculum and instruction activities of the District.

RESPONSIBILITIES:

Prepare, distribute and document advertisement for open personnel positions
Coordinate interviews for open positions
Update recruitment folders/booklets
Prepare materials for recruitment at universities
Prepare agendas, handouts, folders, information, presentations, etc. for all staff development
Create and maintain a record of Personnel agenda items for the Board meetings
Generate all Administrative reports to the Board as directed by the Executive Director
Maintain personnel folders and certification status of teachers and administrators
Prepare paper work of all newly employed personnel
File for criminal background checks and approve all requests for fingerprint reimbursement
Check employee experience and verify employment of personnel
Make copies of employee records requested and, if applicable, invoice outside parties for employee records requests.
Submit information locally, to the state and to the federal government that is accurate and grammatical.
Track CLU's and maintain an updated file for Highly Qualified
Prepare and submit reports to State Department of Education in a timely manner, including Profile of Employed Personnel (PEP)
Assist with Louisiana Principal and Teacher Induction Program
Learn and become proficient in software that is required for district, state and federal reporting and daily operations
Compilation and distribution of annual personnel directory
Assist with clerical work of Curriculum and Instruction Department as requested by the Executive Director
Keep Executive Director abreast of all issues/information that are brought to the attention of the Administrative Assistant
Be on the job except in case of personal emergency, personal leave, sickness or as released for job-related work assignment
Adhere to Professional Expectations as attached
Adhere to all policies as set forth in the Parish Policy Manual
Address all work issues by following the chain of command
Perform any other responsibilities assigned by Executive Director or Superintendent

TERMS OF EMPLOYMENT: 12 months. Salary established by the Board

ANNUAL SALARY: Fiscal year 2008-2009 (beginning July 1, 2008)
\$29,033 - \$35,533 - Grade 21

EVALUATION: At least once a year by Executive Director

REVIEWED AND AGREED TO BY: _____ DATE: ____/____/____
Evaluatee's Signature

APPROVED BY: _____ DATE: ____/____/____
Evaluator's Signature