

# 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

August 20, 2009

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## **NOTICE OF VACANCY (AS OF ABOVE DATE)**

Applications are being accepted for the following position:

**SCHOOL SECRETARY II  
11 MONTH**

**EAST IBERVILLE ELEMENTARY & HIGH**

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

Janet Marionneaux  
Executive Director  
Personnel, Curriculum & Instruction  
Iberville Parish School Board  
58030 Plaquemine Street  
Plaquemine, LA 70764

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

**QUALIFICATIONS:** See Attachment

**DATE OF EMPLOYMENT:** **September 15, 2009**

**DEADLINE FOR ACCEPTING APPLICATIONS: September 4, 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.

## **SCHOOL SECRETARY II**

**GENERAL STATEMENT OF DUTIES:** Performs complex secretarial tasks in a school; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is highly responsible clerical work involving responsibility for the efficient operation of the front office of a school. The level of responsibility of this class is higher than the class of School Secretary I because of the greater volume of work and the degree of independence in which the various clerical services are performed. The work is performed under the direction of a Principal. Immediate supervision may be exercised over the work of School Secretaries I.

**EXAMPLES OF WORK:** (Illustrative only)

Serves as a receptionist for school visitors, delivers messages, and refers visitors to teachers or Principal, and personally handles routine problems;  
Receives notification from teachers of their absence and secures substitute teachers;  
Interviews parents and pupils to secure information for enrollment purposes;  
Makes announcements over school public address system;  
Personally hears and handles routine complaints and minor problems;  
Maintain stockroom and issues books, office and school supplies, prepares inventories and requisitions supplies;  
Orders films or other multi-media instructional materials and ensures distribution to teachers on arrival;  
Prepares daily pupil attendance reports, and compiles periodic and special reports for local use and to fulfill State and Federal requirements;  
Maintains employee attendance records and prepares payrolls;  
Receives and accounts for fees, makes up bank deposits, and prepares financial reports;  
Composes, or takes dictation of, and types letters, forms and reports;  
Cuts stencils and duplicates materials;  
Processes students' records;  
Enrolls and processes new students;  
Compiles figures for Principal's monthly reports;  
Monitors halls, makes and receives telephone calls and takes messages.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of office terminology, procedures and equipment, and of business arithmetic and English; some knowledge of elementary bookkeeping; some knowledge of school office routines; skill in the use of a computer terminal; ability to take and transcribe dictation at a high rate of speed may be required; ability to follow complex oral and written directions; ability to get along well with others; demonstrated ability to maintain complete clerical records and prepare reports from such records; ability to make decisions in accordance with laws, ordinances, regulations and established procedures where errors could easily result in additional costs; ability to plan and supervise the work of others; interest in and understanding of children; good judgment, tact and courtesy; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Considerable progressively responsible experience in clerical work at the level of School Secretary I and completion of a standard high school course with business school training highly desirable; or any equivalent combination of experience and training which provides the required KNOWLEDGE, skills and abilities.

**PAY GRADE:** 16 (\$21, 047 – \$27,674)