

# Iberville Parish School Board

P.E. Cancienne  
*Superintendent*  
*Secretary/Treasurer*

Melvin Lodge  
*President*

HUMAN RESOURCES ...We put children first

July 21, 2009

CIRCULAR: 2

PAGE: 2

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

Applications are being accepted for the following positions:

**SCHOOL SECRETARY II/BOOKKEEPING  
(2)SYSTEM INSTRUCTIONAL SPECIALIST  
CAREER MANAGEMENT SPECIALIST**

**MSA ACADEMIES  
IBERVILLE PARISH SCHOOL SYSTEM  
IBERVILLE PARISH SCHOOL SYSTEM**

Anyone interested in being considered for the above positions 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 attached job descriptions

**DATE OF EMPLOYMENT:** August 11, 2009

**DEADLINE FOR ACCEPTING APPLICATIONS:** August 3, 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/BOOKKEEPING**

**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)

IBERVILLE PARISH SCHOOL SYSTEM

JOB DESCRIPTION

<b>TITLE:</b>	System Instructional Specialist
<b>QUALIFICATIONS:</b>	
1.	Valid Louisiana Type A/Level 3 teaching certificate; Master's degree; completed a minimum of five years teaching experience; proficiency in use of educational technology required, with 56 hours of In-Tech training and Supervision and Administration certification preferred.
<b>REPORTS TO:</b>	Principal at assigned school and Executive Director of Curriculum & Instruction
<b>SUPERVISES:</b>	None
<b>JOB GOAL:</b>	Under the direction of the building principal and in collaboration with the Instructional Supervisor of Federal Programs the instructional specialist provides leadership and support in the areas of curriculum development, staff development, and school improvement. The instructional specialist provides technical assistance and staff development in all curricular areas.
<b>PERFORMANCE RESPONSIBILITIES:</b>	
1.	Supports principal in his/her expectations of classroom instruction by monitoring, observing, conducting grade level meetings, etc., according to principal's direction.
2.	Develops and conducts, in collaboration with the building principal and the appropriate district supervisor, professional development activities in all curricular areas.
3.	Works with data analysis at school and classroom level to assist teachers with instructional planning and implementation based on data.
4.	Provides instructional support focused on district and school curriculum initiatives and the Iberville Comprehensive Curriculum through the following means: lesson planning, demonstration lessons, team teaching, coaching, and technical assistance.
5.	Works collaboratively with teachers for the purpose of recommending, studying, and demonstrating strategies for effective curriculum implementation.
6.	Provides guidance and support to teachers as they develop, select, and modify instructional plans and materials to meet the needs of all students.
7.	Provides representation on school level and district level teams to design programs for individual needs of students to include random enrichment and remediation tutoring as needs may arise.
8.	Monitors the progress of students in conjunction with classroom teachers in language arts, science, mathematics, and social studies by ascertaining the effectiveness of strategies, providing input on curriculum, and reviewing formative and summative test data.
9.	Effectively use and utilize technology tools to support principals, teachers, and district for improved instruction and student achievement.
10.	Coordinate district benchmark tests in reading and math.
11.	Coordinate district test analysis and utilization at both the district and school level.
12.	Utilize the data management system for data utilization in conjunction with the principals and in collaboration with classroom teaches to make sound instructional decisions.
13.	Assists the principal with the planning and implementation of a parental involvement program for a minimum of four (4) planned workshops per year at the school level.
14.	Conducts system-wide staff development activities.
15.	Assist, induct and mentor new teachers or those designated for remediation by the principal.
16.	Serves on School Improvement Team.
17.	Coordinates specific intervention programs in the school.
18.	Maintains appropriate records i.e. Title I fixed assets, student/teacher data management.
19.	Participates in school and district workshops as directed.
20.	Communicates and interacts with students, parents, and community.
21.	Perform any other responsibilities assigned by principal, supervisor or superintendent.
<b>PROFESSIONAL DUTIES:</b>	
1.	Plans for professional self-development or for professional self-improvement.
2.	Arrives at office prior to the time designated by the superintendent or supervisor.
3.	Is on the job except in cases of personal emergency, personal leave, sickness or as released for school-related business by the superintendent or supervisor.
4.	Adheres to all policies as set forth in the employee handbook/policy manual.
5.	Addresses work-related issues by following the chain of command.

- 6. Appearance and demeanor reveal a positive attitude and set appropriate models.
- 7. Attends state and parish mandated activities/events as directed.

<b>TERMS OF EMPLOYMENT:</b>	10 month employee based on Teacher Salary Schedule
<b>EVALUATION:</b>	At least once per year by Principal in collaboration with Executive Director of Curriculum & Instruction in accordance with local personnel evaluation plan.

**REVIEWED AND AGREED TO BY:** \_\_\_\_\_    /   /     
**EVALUATEE'S SIGNATURE** **DATE**

**APPROVED BY:** \_\_\_\_\_    /   /     
**PRINCIPAL'S SIGNATURE** **DATE**

**APPROVED BY:** \_\_\_\_\_    /   /     
**DISTRICT SUPERVISOR'S SIGNATURE** **DATE**

**Due within the first 10 days of evaluation period**

<b>JOB TITLE:</b>	Career Management Specialist	<b>JOB TYPE:</b>	
<b>POSITION REPORTS TO:</b>	Executive Director	<b>PAY GRADE:</b>	Teacher Salary Schedule
<b>FLSA STATUS:</b>	Exempt	<b>ASSIGNMENT PERIOD:</b>	12 Months

**SUMMARY OF POSITION'S PURPOSE:**

The Career Management Specialist provides for data management, enrollment and counseling of dually enrolled students of East Iberville High and Carville Job Corps Academy.

**MINIMUM QUALIFICATIONS:**

1. EDUCATION/CERTIFICATION – Bachelor's Degree or equivalent field experience.
2. EXPERIENCE – Minimum 5 years database management experience.

**DUTIES AND RESPONSIBILITIES:**

- Provides comprehensive mentoring under the supervision of Job Corps and Iberville Parish
- Completes initial program assessment for program entry
- Analyzes pre-assessment results
- Develops individual service plans for all dual enrollment and Louisiana Workforce Investment Act (LWIA) students
- Analyzes, reviews and posts assessment results for state Basics Skills & Work Readiness Skills and Ed Performance
- Secures credential documentation for submission to LWIA office
- Submits Wage Run and Public Assistant Request to LWIA
- Processes monthly case notes for submission into the LAVOS System (Louisiana Virtual One Stop).
- Completes WIA applications and dual enrollment applications
- Completes WIA and dual enrollments
- Gathers documentation for program completion and exit outcomes
- Gathers data for follow-up individual plan and course completion
- Processes and submits documentation for students entering the on-line high school diploma program.
- Manages and processes dual-enrollments and exits for submission into the Job Corps Center Information System & Iberville Parish PowerSchool Database.
- Manages clock hours of students enrolled in APEX courses for Carnegie credit
- Maintains student files and records for specific skills training
- Composes special reports through data analysis
- Provide assistance to higher level management and the Center Director
- Other duties as assigned by Superintendent or Executive Director

NOTE: This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The Iberville Parish School Board reserves the right to change this description at its discretion.