



Iberville Parish School Board

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

Melvin Lodge
President

Glyna Kelley
Vice-President

December 16, 2008

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NOTICE OF VACANCY (AS OF ABOVE DATE)

Applications are being accepted for the following position:

**WORKFORCE DEVELOPMENT/STUDENT SERVICES COORDINATOR OR
ADMINISTRATIVE ASSISTANT OF DISCIPLINE/HEAD FOOTBALL COACH
EAST IBERVILLE ELEMENTARY & HIGH SCHOOL**

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
P.O. Box 151
58030 Plaquemine Street
Plaquemine, LA 70764

APPROVED BY: Dr. P. Edward Cancienne, Superintendent

QUALIFICATIONS: SEE ATTACHMENT

DATE OF EMPLOYMENT: January 13, 2009

DEADLINE FOR ACCEPTING APPLICATIONS: December 30, 2008

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 School Board
Position Description

Title: Workforce Development/Student Services Coordinator **or**
Administrative Assistant of Discipline and Head Football Coach

Reports To: Principal of School

GENERAL RESPONSIBILITIES

The coordinator/administrative assistant will aid students, parents, teachers, administrators and community partners in understanding and relating to the school objectives and missions. He/she will serve as general link between students and administrators.

PERFORMANCE RESPONSIBILITIES

Student Services Coordinator:

- Implementing and maintaining a discipline-management program as prescribed by Board policy and state/federal law
- Assists in developing and implementing an effective community relations program
- Oversees campus clubs and organizations practices and procedures
- Provides for an environment conducive to teaching and learning
- Assists in administering and supervising school activities
- Assists in planning, preparing and distributing student and teacher handbooks
- Assists in interpreting and administering policies, rules and regulations established by the school district, federal/state legislatures, and school/district administrators
- Establishes and maintains processes for daily accounting of attendance
- Assist in monitoring teacher duty posts
- Assists in providing plant and campus security
- Performs other non-instructional duties as assigned by the principal

Workforce Development Coordinator:

- Coordinate, facilitate and implement job skills programs for high school students
- Identify, recruit and maintain business and community-based partners
- With assistance of guidance counselor, organize, plan, and implement Work-Ready Certification initiative
- Make presentations to business and community-based partners
- Coordinate efforts of teachers to assure that industry-based workplace skills are incorporated in to daily instruction and school activities
- Customize basic skills and workplace literacy programs and corresponding curriculum to comply with specifications of business, industry, and community-based partners
- Provides effective leadership in developing a comprehensive workforce development program

COMMUNICATION SKILLS

Coordinator must be able to communicate in English both orally and in written composition. Must be able to effectively communicate with the public. Must be able to accurately compile data, summarize information and provide reports to the campus principal.

MENTAL INVOLVEMENT

Must possess sufficient interpersonal skills to function compatibly with colleagues, superiors, parents, and students. Must respond positively to supervision and to accept and implement suggestions for improvement.

HUMAN RELATIONS

Must possess sufficient interpersonal skills to function compatibly with colleagues, superiors, parents, and students. Must respond positively to supervision and to accept and implement suggestions for improvement.

TERMS OF EMPLOYEMENT

10 ½ Months (Index 1.250 of teaching salary schedule) plus coaching supplement according to IPSB Master Salary Schedule

QUALIFICATIONS

Must meet state's minimum requirements for a teacher as outlined by the Louisiana State Department of Education, Bulletin 746. Minimum of five (5) successful years as a classroom teacher preferred with evidence of leadership ability.

EVALUATION

The Coordinator/Administrative Assistant will be evaluated in accordance with the Iberville Parish School Board Personnel Accountability Plan