



TANGIPAHOA PARISH SCHOOL SYSTEM BULLETIN

TIMELY INFORMATION OF SPECIAL INTEREST TO
SCHOOL EMPLOYEES AND OTHERS IN THE COMMUNITY

**FEBRUARY 15, 2019
NO. 3**

GAVIN VITTER, DIRECTOR OF HUMAN RESOURCES

TO: TPSS EMPLOYEES

The Tangipahoa Parish School System is now accepting applications for:

**SCHOOL SECRETARY – 10 MONTH
INDEPENDENCE LEADERSHIP ACADEMY**

MAINTENANCE DEPARTMENT - AMITE:

**CUSTODIAL INSPECTOR – GRADE 7 – 12 MONTHS
PURCHASING TECHNICIAN – GRADE 7**

SKILLED TRADES 1 – ELECTRICIAN – GRADE 7

SKILLED TRADES 1 – PLUMBER – GRADE 7

SKILLED TRADES 1 – CARPENTER – GRADE 7

SKILLED TRADES 1 – HEATING, VENTILATION, AIR CONDITIONING TECHNICIAN – GRADE 7

SKILLED TRADES II – PLUMBER – GRADE 8

TRADES HELPER 1 – GROUNDSKEEPER – GRADE 5 (2 positions)

Please go to the tangischools.org website and click on Human Resources for more information.

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position(s) listed below:

- DEADLINE: February 25, 2019
- POSITION: SCHOOL SECRETARY (10 Month)
- SALARY: \$20,159 - \$28,125
- LOCATION: Independence Leadership Academy
Independence, LA 70443
- CRITERIA: High School Diploma or Equivalency Certificate and passing scores on Civil Service Tests for Accounting Paraprofessional AND Office Support Exam or Coast Exam, or successful completion of coursework leading to an Associate Degree in Office Administration or successfully completed related coursework at State Approved Vocational School, State Approved Business School. Transcripts, Diplomas, Certificates of Completion and/or Civil Service Test Scores must be submitted with application.

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section MUST accompany your application.

Applicants must apply before the deadline even if a previous application is on file, as previous applications will not be considered.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin or disability.

MELISSA M. STILLEY
Superintendent

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

- DEADLINE:** February 25, 2019
- POSITION:** CUSTODIAL INSPECTOR – Grade 7 (12 Months)
(32 Scheduled Sites and Additional Properties)
- SALARY:** \$29,451 - \$41,659
- LOCATION:** Maintenance Department
Amite, Louisiana
- CRITERIA:** Must have a High School Diploma or Equivalency Certificate; Must have a valid Louisiana Driver's License; Must have ability to effectively use the Munis System relating to inventory, supplies and work; Must be informed and knowledgeable in custodial practices within OSHA HAZCOM guidelines; Must have effective communicator skills to interact with school staff and train future custodians.

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section **MUST** accompany your application.

Applicants must apply before the deadline even if a previous application is on file, as previous applications will not be considered.

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MELISSA M. STILLEY
Superintendent

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

DEADLINE: February 25, 2019

POSITION: PURCHASING TECHNICIAN –Grade-7

SALARY: \$29,451 - \$41,659

LOCATION: Maintenance Department
Amite, Louisiana

CRITERIA: Must have High School Diploma or Equivalency Certificate; Must have a valid Louisiana Driver's License; Must have a minimum of three (3) years' experience in ordering and procurement of repair parts; Must be knowledgeable to the latest technology in relation to Novar and Honeywell monitoring systems for equipment and property maintenance; Must have an understanding of blueprints, schematics and sequential flowcharts; Must have a knowledge of different types of measurement across the skilled trades to effectively order items for the Maintenance Department; Must have Technical Customer Service.

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MELISSA M. STILLEY
Superintendent

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

- DEADLINE: February 25, 2019
- POSITION: Skilled Trades I - ELECTRICIAN – Grade 7
- SALARY: \$29,451 - \$41,659
- LOCATION: Maintenance Department
Amite, Louisiana
- CRITERIA: Must have a High School Diploma or Equivalency Certificate;
Must have a valid Louisiana Driver's License required;
Must have a minimum of three (3) years' experience in electrical trade

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section MUST accompany your application.

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MELISSA M. STILLEY
Superintendent

******* NOTICE *******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

DEADLINE: February 25, 2019

POSITION: Skilled Trades I - PLUMBER - Grade-7

SALARY: \$29,451 - \$41,659

LOCATION: Maintenance Department
Amite, Louisiana

CRITERIA: Must have a High School Diploma or Equivalency Certificate;
Must have a valid Louisiana Drivers' License;
Must have a minimum of three (3) years' experience in plumbing trade.

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section MUST accompany your application.

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Superintendent

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

DEADLINE: February 25, 2019

POSITION: Skilled Trades 1 - CARPENTER – Grade 7

SALARY: \$29,451 - \$41,659

LOCATION: Maintenance Department
Amite, Louisiana

CRITERIA: Must have a High School Diploma or Equivalency Certificate; Must have a valid Louisiana Driver's License; Must have a minimum of three (3) years' experience in carpentry and construction; Must be willing to acquire ability to repair and maintain a variety of commercial locks.

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

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MELISSA M. STILLEY
Superintendent

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

- DEADLINE: February 25, 2019
- POSITION: Skilled Trades I - HEATING, VENTILATION, AIR CONDITIONING
TECHNICIAN –Grade-7
- SALARY: \$29,451 - \$41,659
- LOCATION: Maintenance Department
Amite, Louisiana
- CRITERIA: Must have High School Diploma or Equivalency Certificate;
Must have a valid Louisiana Drivers' License;
Must have EPA Universal Certification;
Must have a minimum of three (3) years' experience in HVAC trade

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

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Superintendent

******* NOTICE *******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

DEADLINE: February 25, 2019

POSITION: Skilled Trades II - PLUMBER - Grade-8

SALARY: \$31,545 - \$44,711

LOCATION: Maintenance Department
Amite, Louisiana

CRITERIA: High School Diploma or Equivalency Certificate;
Must have a valid Louisiana Drivers' License;
Must have a minimum of three (3) to five (5) years' experience in plumbing trade and
experience must include rough and finish (top out) plumbing work;

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section MUST accompany your application.

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Superintendent

******NOTICE******

The Tangipahoa Parish School System is now accepting applications for the position listed below:

- DEADLINE: February 25, 2019
- POSITION: Trades Helper I - GROUNDS KEEPER – Grade 5 (2 positions)
- SALARY: \$25,262 - \$35,559
- LOCATION: Maintenance Department
Amite, Louisiana
- CRITERIA: Must have High School Diploma or Equivalency Certificate; Must have a valid Louisiana Driver's License; Must have experience in grass cutting and comprehensive grounds maintenance in using and maintaining outdoor equipment and utilize basic tool safety.

Please address application and any other information to Gavin Vitter, Director of Human Resources, 59656 Puleston Road, Amite, Louisiana, 70422. Submit a letter stating specifically the position for which you are applying. Be sure to show your complete address and telephone number.

Applicants should indicate references, qualifications, past work experience, personal data, and include verification that they meet the established criteria stated. All credentials listed in the criteria section MUST accompany your application.

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