



**TANGIPAHOA PARISH SCHOOL SYSTEM  
BULLETIN**

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

**JULY 11, 2019  
NO. 19**

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**GAVIN VITTER, DIRECTOR OF HUMAN RESOURCES**

**TO: TPSS EMPLOYEES**

The Tangipahoa Parish School System is now accepting applications for:

**SCHOOL FOOD SERVICE PRODUCTION MANAGER  
PONCHATOULA JUNIOR HIGH**

**OFFICE ASSISTANT II  
CENTRAL OFFICE FOR MAGNET GRANT PROGRAM**

*Tangipahoa Parish School System does not discriminate on the basis of race, color, national origin, sex, age, disabilities or veteran status. We are an equal opportunity employer.*

Thursday, July 11, 2019

**\*\*\*\*NOTICE\*\*\*\***

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

- DEADLINE: July 19, 2019
- POSITION: SCHOOL FOOD SERVICE PRODUCTION MANAGER
- SALARY: \$18,458 - \$25,644
- LOCATION: Ponchatoula Jr. High School Satellite System  
Ponchatoula, Louisiana
- CRITERIA:
1. High School diploma or GED.
  2. Minimum of one year's experience as a permanent, full-time employee in the Child Nutrition Program
  3. Enrolled in Phase I, II and III Manager Training Program. Completion of training program preferred.

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: July 19, 2019

POSITION: OFFICE ASSISTANT II

SALARY: \$21,073 - \$29,453

LOCATION: Central Office for Magnet Grant Program  
Amite, Louisiana

CRITERIA: High School Diploma or Equivalency Certificate, passed Civil Service Test for Clerk-Typist 1 **or** Coast Civil Service **or** Office Support Exam **or** successfully completed coursework leading to Associate Degree in Office Administration **or** successfully completed related coursework at State Approved Vocational School, State Approved Business School **or** J.T.P.A sponsored school. Diplomas, Certificates of Completion and/or Civil Service Test Scores must be submitted with application. Proficiency in Microsoft Word / Excel and Budget Management experience preferred.

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**