GAVIN VITTER, DIRECTOR OF HUMAN RESOURCES

TO: TPSS EMPLOYEES

The Tangipahoa Parish School System is now accepting applications for:

ASSISTANT PRINCIPAL – 9 ¾ MONTHS
PONCHATOULA JUNIOR HIGH SCHOOL

SCHOOL SECRETARY – 2 POSITIONS
HAMMOND EASTSIDE MAGNET SCHOOL
WOODLAND PARK MAGNET SCHOOL

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

**DEADLINE:** December 23, 2019

**POSITIONS:** SCHOOL SECRETARY – 9 Months (2 Positions)

**SALARY:** $18,958 - $26,144 (based on years of experience)

**LOCATIONS:** Hammond Eastside Magnet School, Hammond, Louisiana
Woodland Park Magnet School, Hammond, Louisiana

**CRITERIA:** High School diploma or equivalency certificate and passing scores on Civil Services test of Office Support Exam or Coast Exam or successful completion of coursework leading to an Associates' Degree in Office Administration or successfully completed related coursework at a State Approved Vocational School or State Approved Business School. Transcripts, diplomas, certificates of completion and/or civil service test scores must be submitted with the 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:** December 26, 2019

**POSITION:** ASSISTANT PRINCIPAL (9 ¾ Months)

**SALARY:** $48,660- $66,129 (based on years of experience and degree)

**LOCATION:** Ponchatoula Jr. High School
Ponchatoula, Louisiana

**CRITERIA:** Applicants must currently hold full Louisiana State Certification to serve as Principal and the certification must be listed on their teaching certificate by December 26, 2019 or the applicant must provide Tangipahoa Parish School System with an Educational Leader eligibility letter from the Louisiana Department of Education dated on or before December 26, 2019.

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