TO: Principals, Directors, Service Office Supervisors
FROM: Carol Webre, Administrative Director
RE: Vacancies – Administrative Assistants
DATE: January 28, 2013

Please inform all personnel assigned to your school/area that the St. James Parish Public School System is accepting applications for the following positions:

Administrative Assistant – Sixth Ward Elementary
Administrative Assistant – Vacherie Elementary

Applications will only be accepted for candidates meeting the minimum requirements.

MINIMUM REQUIREMENTS: Educational Leader 1 or Educational Leader 2 endorsement or Principal certification and currently employed by St. James Parish Schools.

SALARY: 10 months/202 days according to salary schedule
APPLICATION DEADLINE: 4:00 P.M. February 11, 2013 or until suitable candidates found
DATE EFFECTIVE: 2 weeks before first day of school

Interested candidates should email or mail an application letter which must state specific position applying for and a current resume listing at least two personal/work references to: Dr. Alonzo Luce, Ph.D., Superintendent, Attn: Carol Webre, Administrative Director, St. James Parish School Board, P.O. Box 338, Lutcher, LA 70071. Phone (225) 258-4504. E-mail: cwebre@stjames.k12.la.us

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