



Natchitoches Parish School Board

POSITION AVAILABLE: Secretary

February 10, 2012

POSITION: Secretary

SITE LOCATION(S): Parks Elem. / Middle School

SALARY: Starting salary: According to parish school salary schedule.

QUALIFICATIONS:

Associate or Bachelor's Degree preferred, excellent communication skills, and proficiency in computer skills.

TERMS OF EMPLOYMENT: 10 months

WHERE TO APPLY:

Linda G. Page, Personnel Director
Natchitoches Parish School Board
P. O. Box 16
Natchitoches, LA 71458-0016
(318) 352-2358

DEADLINE: Thursday, February 16, 2012
3:30 p.m.

APPLICATION PROCEDURE:

Application packet should consist of a letter of application, resume', official transcript, and two letters of reference.

LGP:sfn