POSITION NOTICE

EXECUTIVE SECRETARY

Salary:

• Hourly Paid Annualized at $62,795 with potential increases up to $73,466

Work Duration:

Twelve (12) months
260 days
8.0 hours per day

Application Deadline:

Initial Deadline October 19, 2026 @ NOON

Internal applicants MUST inform their supervisor of their intent to apply

Interested candidates must apply online via the District Website at:

WeAreSCPPS.org

It shall be the policy of the St. Charles Parish School Board that no person shall, on the basis of race, color, national origin, sex, age, disability, religion or veteran status be denied the benefits of, or be subject to, discrimination in regard to employment, retention, promotion, transfer, or dismissal in any educational program or activity under the jurisdiction of the Board.

CENTRAL OFFICE

Click on the district logo icon to learn more about the school system.

Responsibilities:

• Attends Board meetings, public hearings, and work sessions for the purpose of providing information, recording minutes, coordinating materials distribution, and/or supporting the needs of attendees.
• Compiles data from a wide variety of diversified sources for the purpose of preparing reports, making recommendations, and/or preparing information for the Superintendent.
•Coordinates projects, activities and events for the Superintendent and Board.
•Represents the Office of the Superintendent in the Superintendent's absence.
•Responds to a wide variety of calls, concerns, and/or complaints for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
•Submits, edits, and reviews Board meeting agenda items on behalf of Executive Staff, Superintendent, and Board members for the purpose of conveying accurate information.

Certification Requirements:

• High School diploma or equivalent
• Proficient in secretarial skills including:
- Various computer software programs
- Public relation skills, including effective verbal and written communication skills
- Organization skills and ability to maintain attention to detail during frequent interruptions or distractions
- Ability to manage multiple projects and deadlines simultaneously
• Overtime is regularly expected

District Support & Commitment:

• District On-boarding session
• Professional development opportunities in various software/programs or district/department-based initiative support training
• District based in-service/professional development sessions

Signature:

Teresa Brown

Digitally signed by Teresa Brown
Date: 2026.10.07 12:04:14 -05'00'