

MELISSA M. STILLEY
SUPERINTENDENT

TOM TOLAR
BOARD PRESIDENT



NOTICE

DEADLINE: AUGUST 13, 2025

The Tangipahoa Parish School System (TPSS) is now accepting applications for the following:

POSITION: SCHOOL SECRETARY (9 months)

SALARY: \$21,757 - \$30,431 (Based on verified years of relevant experience, degree and level of certification)

LOCATION: Sumner Middle School
Kentwood, LA

CRITERIA: Must have one of the following requirements:

- High School Diploma, Equivalency Certificate and at least two (2) years of experience in accounting or bookkeeping.
- Successful completion of coursework leading to an Associate's Degree in Office Administration, or successfully completed coursework at a State Approved Vocational School or State Approve Business School.
- A Bachelors' degree or higher will be accepted in lieu of the above requirements.
- Diplomas, certificates, and other supporting documentation must be submitted with the application.

Applications for this position will only be accepted through the Frontline Recruit and Hire website (<https://www.applitrack.com/Tangischools/onlineapp/>). Paper applications and/or email scanned attachment(s) will not be accepted or processed for consideration.

Submit your application through the Frontline Recruit and Hire portal before the deadline of **AUGUST 13, 2025** even if a previous paper application is on file with TPSS Human Resources. Previous paper or email applications will not be considered.

The Tangipahoa Parish School System is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, sex, age, national origin, or disability.

DATE ADVERTISEMENT POSTED: AUGUST 4, 2025

TANGIPAHOA PARISH
SCHOOL SYSTEM

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