



**JOB OPENING FOR
MAINTENANCE HELPER
MOREHOUSE PARISH SCHOOL SYSTEM**

JOB VACANCY : Maintenance Helper
COMPENSATION : 12 months; Starting / Entry Level (0-3 years of experience)
Annual Salary of \$ 20,330

DATES TO APPLY : January 22, 2021 through February 5, 2021 at 4:00 p.m.

HOW TO APPLY : Complete MPSB's **General Application**. The form is available at the Morehouse Parish Central Office, or online at <http://www.mpsb.us/job-openings>.

WHERE TO APPLY : **Personnel Office** (*by mail or hand deliver*)
Morehouse Parish School Board
P.O. Box 872
4099 Naff Avenue Bastrop, Louisiana 71221-0872

Application must be postmarked by February 5, 2021, if mailed. You may also send it via email to personnel@mpsbs.us. Applicants will be notified of an interview schedule during the week beginning February 8, 2021.

MINIMUM QUALIFICATION:

1. Applicant must be of sound health, and have the endurance / strength to perform physical work
2. High school diploma (or equivalent); or be able to pass an examination to indicate / demonstrate competencies
3. Must pass a physical test, drug screen and criminal background check
4. Must have a daily – reliable mode of transportation

REPORTS TO: General Foreman

JOB SUMMARY

The Maintenance Helper maintains and repairs the school system's buildings and grounds in an acceptable manner to keep them in safe and efficient operating condition.

JOB RESPONSIBILITIES

1. Assist skilled maintenance personnel in performing work on various projects.
2. Promote high standards of safety & good housekeeping methods in work areas.
3. Perform all types of work assigned by the foreman.
4. Use basic hand tools properly.
5. Perform tasks related to and in support of school / district operations (i.e. driving trucks, picking up and delivering supplies, cleaning carpets, operating tractors, moving furniture, etc.)
6. Perform other duties as assigned by higher authority.



JOB OPENING FOR SCHOOL CUSTODIAN MOREHOUSE PARISH SCHOOL SYSTEM

COMPENSATION : Hourly Rate of \$8.00 to \$9.50
DATES TO APPLY : January 22, 2021 through February 5, 2021 at 4:00 p.m.
HOW TO APPLY : Complete MPSB's **General Application Form**. The form is available at the Morehouse Parish Central Office, or online at <http://www.mpsb.us/job-openings>.

WHERE TO APPLY: **Personnel Office, Morehouse Parish School Board**
P.O. Box 872
4099 Naff Avenue Bastrop, Louisiana 71221-0872

Application must be postmarked by February 5, 2021, if mailed. You may also send it via email to personnel@mps.us. Applicants will be notified of an interview schedule during the week beginning February 8, 2021

MINIMUM QUALIFICATIONS:

1. Applicant must be of sound health, and have the endurance / strength to perform physical work
2. High school diploma (or equivalent); or be able to pass an examination to indicate / demonstrate competencies.
3. Must pass a drug screen and criminal background check
4. Must have a daily – reliable mode of transportation

REPORTS TO: Maintenance Supervisor and School Principal

JOB DESCRIPTION & RESPONSIBILITIES

The job's goal is to provide students and employees with a safe, clean, comfortable, efficient, and aesthetically pleasing environment for learning and work.

1. Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces
2. Keep the supervisor/ school principal informed of the condition of school equipment & facilities
3. Wash and sanitize toilets, sinks, and floors, as well as restock disposables/ consumable products
4. Sweep and mop floors, and vacuum carpets
5. Wipe high touched surfaces
6. Diligently follow and record daily and weekly required sanitation work schedule
7. Perform maintenance and minor repairs/ report major damages to facilities
8. Perform other duties (related to custodial work) as assigned by higher authority



**JOB OPENING FOR
GENERAL LEDGER ACCOUNTANT
MOREHOUSE PARISH SCHOOL SYSTEM**

- JOB VACANCY** : General Ledger Accountant
COMPENSATION : 12/9 of Teacher Salary Schedule
DATES TO APPLY : January 22, 2021 through February 5, 2021 at 4:00 p.m.
- HOW TO APPLY** : Complete MPSB's **Application for Clerical Positions**. The form is available at the Morehouse Parish Central Office, or online at <http://www.mpsb.us/job-openings>.
- WHERE TO APPLY** : **Personnel Office** (*by mail or hand deliver*)
Morehouse Parish School Board
P.O. Box 872
4099 Naff Avenue Bastrop, Louisiana 71221-0872

Application must be postmarked by February 5, 2021, if mailed. You may also send it via email to personnel@mpsbs.us. Applicants will be notified of an interview schedule during the week beginning February 8, 2021.

MINIMUM QUALIFICATION: Bachelor's Degree in Accounting
REPORTS TO: Business Manager

JOB SUMMARY

The General Ledger Accountant administers the accounts receivable affairs of the district, provide school activity fund support to school bookkeepers, provide audits of various functions of school activity funds, assists with budget preparation, and reconcile various bank accounts.

JOB RESPONSIBILITIES

1. Invoice schools & departments monthly for reimbursement of extracurricular transportation expenses.
2. Prepare bank deposits as required.
3. Post cash receipts to journals & ledgers as received.
4. Add vendors for school bookkeeper.
5. Assist independent auditors with matters relating to Accounts Receivable & other G.L. transactions.
6. Assist the Business Manager with annual training of school bookkeepers, secretaries, and principals.
7. Perform coding of general fund/ some grant expenditures (i.e. credit card payments, travel / mileage reimbursements, etc.).
8. Perform bank reconciliations for various taxes / funds.
9. Record various journal entries to correct coding issues, and record necessary G/L transactions.
10. Assists with annual budget preparation & monitoring throughout the year.
11. Work on special projects and perform other duties as assigned by higher authority.



**JOB OPENING FOR
EDUCATION LIAISON FOR
MOREHOUSE 21ST CENTURY
COMMUNITY LEARNING CENTER
MOREHOUSE PARISH SCHOOL SYSTEM**



JOB VACANCY : Education Liaison – Morehouse 21st Century Learning Center
COMPENSATION : Hourly Rate: \$35; 10-30 hours a week
DATES TO APPLY : January 21, 2021 through February 19, 2021 at 4:00 p.m.

HOW TO APPLY : Complete MPSB's **Application for Certified Positions**. The form is available at the Morehouse Parish Central Office, or online at <http://www.mpsb.us/Information/Job-Openings>.

WHERE TO APPLY : **Personnel Office** (*by mail or hand deliver*)
Morehouse Parish School Board
P.O. Box 872
4099 Naff Avenue Bastrop, Louisiana 71221-0872

Application must be postmarked by February 19, 2021, if mailed. You may also send it via email to personnel@mps.us. Applicants will be notified of an interview schedule during the week beginning February 15, 2021.

MINIMUM QUALIFICATIONS:

- Louisiana Teaching Certificate
- Minimum of a Bachelor's Degree (a Master's Degree is Preferred)
- Minimum of five years' experience in teaching or administration
- Excellent communication skills.

REPORTS TO: 21st Century Community Learning Center (CCLC) Project Director

JOB DESCRIPTION & RESPONSIBILITIES

1. The Education Liaison will be instrumental in facilitating the linkage between the school day staff, principal, and the after-school staff.
2. Communicate regularly with site coordinators, principals, and the project director.
3. Collaborate with school site coordinators in programmatic support of target/focus students, and attend school's PLC/ department/grade level/ and cluster meetings.
4. Oversee the academic component of MPSB's 21st CCLC's programming.
5. Conduct regular classroom observations in the after-school program.
6. Ensure that appropriate curriculum (Tier I) is utilized, and meets the needs of the students.
7. Conduct or provide access to ongoing professional development and coaching to after-school staff on instructional strategies, social emotional learning, classroom management, and academic content as needed.