

OCEAN SPRINGS SCHOOL DISTRICT

OCEAN SPRINGS HIGH SCHOOL

Any qualified persons are encouraged to apply online at the Ocean Springs School District website: www.ossdms.org and by e-mailing your request to Dr. Vickie Tiblier, Principal, vtiblier@ossdms.org

~~~~~

**POSITION: CAREER CENTER ASSISTANT**

**COMMENCING: January 7, 2019**

**QUALIFICATIONS:**

- Completed at least 2 years of study (48 semester hours) at an institution of higher education, obtained an associate's (or higher) degree, or passed the ACT Work Keys- Reading for Information, applied Mathematics subtests
- Must consent to a Child Abuse Registry Check and a Criminal Background Record Check.
- Good physical condition with ability to lift 10 pounds

**PERFORMANCE RESPONSIBILITIES:**

1. Facilitate the scheduling of classes in the school computer lab.
2. Disseminate information regarding careers and college programs for students making transitions from high school.
3. Assist students in applying for college scholarships and financial aid.
4. Perform other such duties as the administration may deem appropriate and necessary; carrying out all duties efficiently, promptly, and independently.

**JOB DESCRIPTION:** To assist students in the transition from high school to career or college.

**REPORTS TO:** Building Principal

**SALARY:** Commensurate with the Ocean Springs salary schedule for classified positions for the 2018- 2019 school year.

~~~~~

Any person desiring to transfer within the system must adhere to School Board Policy GBE

The Ocean Springs School District employs qualified applicants without regard to race, religion, color, sex, national origin, age, marital or veteran status, or the presence of non-related medical condition or handicap.