



CADDO PARISH SCHOOL BOARD

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Gerald D. Dawkins, Ed. D.
Superintendent

July 14, 2011

PER YOUR REQUEST:

- Food Service Student Worker / Child Nutrition Programs Clerk – Part-time (COE Student) employed in Child Nutrition Programs Office at Caddo Parish School Board.
- Hourly wage is minimum wage (\$7.25/hr.).
- Average of 3 hrs./day 15hrs./wk. After graduation 8hrs./day (1,079 hrs. this year).
- See attached job description as to what it is.
- Job qualifications: Cooperative Office Education shall be limited to seniors. The students shall have successfully completed Keyboarding/Keyboarding Applications or Introduction to Business Computer Applications and one of the following: ASO or Word Processing or BCA, and have maintained an overall “C” average. The students’ attendance records should be considered. Other prerequisites may be required by the LEA.
- Job is not advertised. This is part of the Louisiana Department of Education Cooperative Office Education (COE) Training Agreement. One of the goals is to increase the number of students participating in career awareness, career exploration and work-based learning activities. Teacher/Coordinator contacts Director in May with a list of students to interview for the following school year. Students are interviewed by staff and one is selected.
- Student worker has been selected for the 2011-2012 school year. Above information applies.

DH:jlh

CADDO PARISH SCHOOLS
Department of Personnel

Division

SUPPORT SERVICES

JOB DESCRIPTIONS

Department

CHILD NUTRITION PROGRAMS

Job Title CHILD NUTRITION PROGRAMS CLERK - PART-TIME (COE STUDENT)

AREA OF RESPONSIBILITY

Handles routine clerical duties.

PRINCIPAL DUTIES

Operates office machines.

Stores supplies and forms.

Maintains files.

Picks up and delivers supplies for central office.

Prepares and labels envelopes for mail distribution.

Places mail in school and inter-office envelopes for distribution.

Cleans work counter, cabinets, and equipment.

Opens, sorts and distributes mail.

Answers telephone and transmits information.

Assembles materials for meetings and distribution.

Water plants.

Performs related duties as required.

PREFERRED ATTAINMENT LEVELS

Education Related

Ability to read, write, perform arithmetic and apply reasoning skills equal to that of a high school senior.

Experience Related

No experience required.

Skill Related

Ability to type and operate office machines such as a typewriter, word processor, computer, calculator and copier.