

Descriptor Term:

Descriptor:

Issued:

GDBA-E

DRAFT

CLASSIFIED: OFFICE MANAGER SUPPLEMENT
SCHEDULE

Rescinds:

Issued:

GDBA-E

05/23/2000

QUALIFICATIONS:

1. High School Diploma
2. 2-3 years of secretarial experience
3. Prior experience using various software programs
4. Proficient in communication skills
5. Acceptable score on the Wonderlic Basic Skills Test
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
7. Minimum of 6 months employment with TPSD

OFFICE MANAGER SUPPLEMENT:

Supplements for Student Populations

150 or less	\$148
151 – 300	\$297
301 – 450	\$445
451 – 600	\$593
601 – 750	\$742
751 – 900	\$890
901 – 1050	\$1,038

Student populations greater than 1,050 will require two employees. The supplement will be divided equally between employees.

1100 – 1500	\$1,483
1500 – 2000	\$2,076

Effective February 2, 2010

TUPELO BOARD OF TRUSTEES