

# LINCOLN COUNTY SCHOOL DISTRICT

David Martin, Superintendent

P.O. Box 826  
233 East Monticello Street  
Brookhaven, MS 39602-0826

Phone: 601.835.0011  
Fax: 601.833.3030  
<http://lcsd.k12.ms.us>

## **Employment Opportunities for 2022-2023:**

Applications and updated openings available online at: <https://lcsd.k12.ms.us>

Administrative Assistant: MSIS Data Entry Coordinator/Fixed Asset Clerk/Secretarial **Location:** Central Office / District Office

Child Nutrition Director **Location:** Central Office / District Office

7-12 Grade CTE Health/CCR Teacher **Location:** Bogue Chitto

7-12 Grade Social Studies Teacher/PE **Location:** Loyd Star

7-12 Grade Social Studies Teacher/PE Teacher **Location:** Bogue Chitto

7-12 Grade Social Studies/Business Teacher/Coach **Location:** West Lincoln

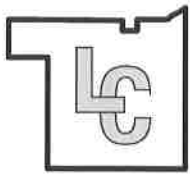
English 1 & 2 Certified High School Teacher **Location:** Loyd Star

K-6 Certified Elementary Teacher **Location:** Loyd Star

Special Education Teacher **Location:** Bogue Chitto

Food Service **Location:** Loyd Star

Regular School Bus Route Driver **Locations:** Bogue Chitto, Loyd Star



# LINCOLN COUNTY SCHOOL DISTRICT

David Martin, Superintendent

P.O. Box 826  
233 East Monticello Street  
Brookhaven, MS 39602-0826

Phone: 601.835.0011  
Fax: 601.833.3030  
<http://lcsd.k12.ms.us>

**Title:** Child Nutrition Director

**Location:** Central Office / District Office

**Description:** The District Child Nutrition Director will oversee all aspects of the school nutrition program for the district independently or alongside additional school nutrition professionals. He/She is directly responsible for the management of the day-to-day operations of school foodservice in the district. This includes administrating, planning, directing, assessing, implementing, and evaluating the program in order to meet the nutritional and educational needs of children while following federal, state, and local guidelines. In addition, the director will manage, monitor and review compliance with contract service providers operating in support of the school district.

## QUALIFICATIONS:

- Bachelor's Degree from an accredited four-year college including a minimum of nine hours of Food and Nutrition or Food
- Systems Management and six hours of Educational Administration, Business Management and/or Accounting.
- Hold or successfully obtain a School Food Service (SFSA) II Certificate or a provisional II Certificate
- Has or will gain a ServSafe certification within 30 days of the hire date through the Mississippi Department of Education.
- Two years experience in school food is preferred
- Knowledge of education, business management, federal grants, and administration is preferred.

## OTHER JOB FUNCTIONS:

- Maintain confidentiality
- Attend meetings and training as directed
- Present and communicate in a professional manner
- Work additional hours or overtime as directed
- Other duties as assigned by supervisor

## TERMS OF EMPLOYMENT:

- 235 Day Position; Salary based on district pay scale and experience.

## Contact

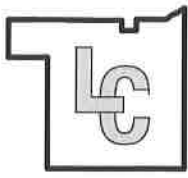
Applications available on Lincoln County School District website

David Martin

Phone: 601-835-0011

[david.martin@lincoln.k12.ms.us](mailto:david.martin@lincoln.k12.ms.us)

233 East Monticello St., Brookhaven, MS 39601



# LINCOLN COUNTY SCHOOL DISTRICT

David Martin, Superintendent

P.O. Box 826  
233 East Monticello Street  
Brookhaven, MS 39602-0826

Phone: 601.835.0011  
Fax: 601.833.3030  
<http://lcsd.k12.ms.us>

**Title** Administrative Assistant: MSIS Data Entry Coordinator/Fixed Asset Clerk/Secretarial  
**Location** Central Office / District Office

## QUALIFICATIONS:

- High school diploma
- Experience working in a professional office setting
- Strong computer skills, with proficiency in Microsoft Office (Word and Outlook)
- Able to operate computer, photocopier, fax machine, and other office equipment with a high degree of skill
- Highly motivated with strong organizational skills; able to coordinate multiple tasks at one time
- Self-starter; able to work independently
- Strong telephone and interpersonal communication skills

## ESSENTIAL JOB FUNCTIONS:

- Answer phone, receive messages, and respond to inquiries by staff, parents, or patrons of the district
- Input data for recordkeeping in multiple software systems
- Type or prepare reports, compile data, and distribute information to parties both inside and outside of the district
- Keep accurate account of all records with SAMs and MSIS
- Accurately submit monthly MSIS attendance and data reports
- Complete all necessary MSIS paperwork and data entry requirements according to timeline deadlines
- Enter fixed asset information in database and maintain accurate records
- Ensure all fixed assets have asset numbers
- Coordinate inventory of fixed assets
- File and sort paperwork
- Maintain and order supplies; organize storage areas

## OTHER JOB FUNCTIONS:

- Maintain confidentiality
- Attend meetings and training as directed
- Present and communicate in a professional manner
- Work additional hours or overtime as directed
- Other duties as assigned by supervisor



# LINCOLN COUNTY SCHOOL DISTRICT

David Martin, Superintendent

P.O. Box 826  
233 East Monticello Street  
Brookhaven, MS 39602-0826

Phone: 601.835.0011  
Fax: 601.833.3030  
<http://lcsd.k12.ms.us>

## TERMS OF EMPLOYMENT:

235 Day At-Will Hourly Position; Salary based on district pay scale and experience.  
Position open until filled

### **Contact**

Applications available on Lincoln County School District website

David Martin

Phone: 601-835-0011

[david.martin@lincoln.k12.ms.us](mailto:david.martin@lincoln.k12.ms.us)

233 East Monticello St., Brookhaven, MS 39601