



SALIDA SCHOOL DISTRICT R-32-J

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VACANCY NOTICE

(2024-25 school year)

Date: April 17, 2024

Position: **Library Assistant-** Salida High School

Compensation: **\$20.00/hour** (Minimum hourly wage plus full benefits)

Status: Non-Exempt

Procedure for application:

Send completed application packet to include an application (applications available online at www.salidaschools.com), resume, letter of interest to:

Sherri Wyatt
Salida School District
627 Oak Street
Salida, CO 81201
swyatt@salidaschools.org

Closing date of application: April 23, 2024 (or until filled)

Beginning date of employment: August 5, 2024

GENERAL RESPONSIBILITIES:

The high school Library Assistant will work as a team member under the direction of the school principal to supervise and direct the daily use of the Salida high school library. The position requires planning and conducting activities for a balanced program of library, book and media access for student's diverse backgrounds and abilities. It also requires substantial organizational and time management skills. The library supervisor must be able to work collaboratively with fellow teachers, and all students grades 9-12.

ESSENTIAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Works directly with teacher and students

- Supervision of students in non-instructional activities
- Manage circulation of library materials and technology
- Applicants should have solid working knowledge of computers.
- Additional duties as assigned

Preferred experience/knowledge/ability:

- Strong verbal and written communication skills,
- Experience using technology to support learning and media access
- Strong organizational skills, team player with good communication skills, and experience library related tasks preferred.
- Experience using technology to support instruction.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The Salida School District does not unlawfully discriminate based on race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position. Compliance officer: Assistant Superintendent, William Wooddell, 627 Oak St, Salida, Co – 719-530-5469, wwooddell@salidaschools.org. No smoking or tobacco use is allowed on school property or in school vehicles Contract for employment shall be subject to approval by the District Board of Education. Selected applicants must comply with the District's Drug-Free Work Place Policy.