

NOTICE OF VACANCY

Salem Community Schools

POSITION: Salem High School Library Assistant

Responsibilities – Assist librarian in performing library duties that include:

- Checking out books, etc.
- Circulation of AV equipment
- Supervision of students
- Supervision of library when librarian is in classrooms
- Additional duties as assigned

Qualifications: High School diploma
Ability to work collaboratively with students and staff
Good communication skills
Ability to relate to High School Students
Knowledge of computers, software and other electronic devices

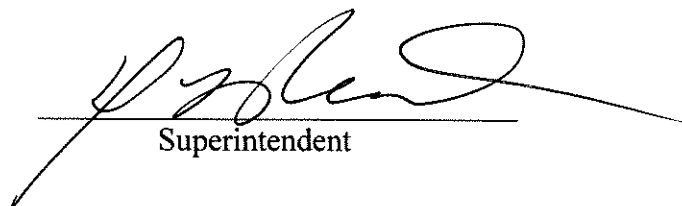
Salary: Based on Non-Certified Instructional Assistants Salary Schedule

Posting Date: November 19, 2018

Closing Date: November 30, 2018

Application Packets: Application materials must include:
(1) Completed SCS application
(2) Letter of application
(3) Current resume

Contact: Dr. Lynn Reed, Superintendent
Salem Community Schools
500 N. Harrison Street
Salem, IN 47167



Superintendent