

VACANCY NOTICE

MELBA SCHOOL DISTRICT

Elementary Library Assistant & Paraprofessional Assistant

DUTIES AND RESPONSIBILITIES:

1. Performs such school-related duties as assigned by the supervisor
2. Maintain the library collection in an organized and appropriate manner
3. Communicates verbally and in written form with a variety of individuals
4. Maintain rapport with individual students
5. Maintain group control in the presence or absence of the teacher
6. Maintain confidentiality of students' programs and records
7. Arrive and leave school at designated times
8. Attend training opportunities to improve skills on an on-going basis

MINIMUM QUALIFICATIONS:

1. High School Diploma
2. Must pass Para-Educator Exam or Have successfully earned 32 academic credits
3. An understanding of and desire to work with children
4. A willingness to carry out the role of an assistant to the teacher
5. Ability to work with children in large as well as small groups
6. An understanding of budgeting
7. Ability to maintain a library collection
8. Must successfully complete portfolio during first year of employment

This position is full time Monday through Thursday for the 2024-2025 school year and includes benefits.

Please contact the Melba School District Office at 208-495-1141 Ext. 1086 for an application or visit the school web site at www.MSD136.org.

Closing Date: Open Until Filled. The District reserves the right to fill the position with the most qualified applicant at any time.

FOR MORE INFORMATION PLEASE CONTACT THE
MELBA SCHOOL DISTRICT OFFICE
Jackie Engle – jengle@melbaschools.org
(208) 495-1141 Ext. 1086
511 BROADWAY, PO BOX 185
MELBA ID 83641