



Ruidoso Municipal School District

Notice of Vacancy

- Date:** March 27, 3018
- Position:** **Library/Media Assistant**
Sierra Vista Primary
- Qualifications:**
- *NM Public Education Department Educational Assistant License or eligibility
 - *Excellent organizational skills
 - *Successful experience working with Tier II SAT and special needs students
 - *Knowledge of explicit research-based instruction in reading and math
 - *Must demonstrate a willingness to work in a cooperative working environment
 - *Strong reading, written, verbal and interpersonal skills
- Responsibilities:**
- *Schedule library services
 - *Assist with students one on one or in small groups
 - *Maintains inventory/organization of the library media centers' resources
 - *Performs varied clerical cataloging and clerical administrative work in technical services
 - *Assists students in use of library materials
 - *Creates an appropriate learning environment in the library media center
 - * Work productively as part of a team
 - *Other duties as assigned
- Contract Period:** 2018-19 School Year
- Start Date:** August 9, 2018
- Salary:** Per Ruidoso Municipal School District Salary Schedule
- Application Process:** Application available online at www.ruidososchools.org or for more information contact:
Angela Romero, Principal SVP
romeroa@ruidososchools.org
199 East White Mountain Drive
Ruidoso, NM 88345
(575) 258-6402
or
Lisa Brillante, HR Benefits Specialist
200 Horton Circle
Ruidoso, NM 88345
brillantel@ruidososchools.org
(575) 630-7002
- Application Deadline:** Until filled
- Selection Process:** Selected applicants will be interviewed following initial screening of application materials submitted.

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