



# PUXICO R-VIII SCHOOL DISTRICT



481 N. Bedford

Puxico, Missouri 63960

Phone: 573-222-3762

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Mrs. Cindy Crabb, Superintendent

Mrs. Tammy Thompson, Elementary Principal

Mr. Todd Jenkins, Junior High Principal

Mr. Jordan Ellsworth, High School Principal

Mrs. Tracy Robison, Special Ed. Director

Ms. Jessica Benson, School Nurse

Mr. Jim Clark, Transportation Supervisor

Mr. Don McRoy, Technology Coordinator

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## Job Title: Library/Media Specialist K-12

**Classification:** Certified Salary Position

**Terms of Employment:** Number of teacher days on approved district calendar.

**Evaluation:** Position performance will be evaluated annually by the building level principal in accordance with the provisions of the Board's policy on Certified Personnel Performance Evaluation.

**Qualifications of the Library Media Specialist:** Missouri Department of Education Library/Media Certification preferred, a DESE Certified Teaching Certificate may be considered.

**Summary:** Puxico R-8 School is seeking qualified applicants to fill the role as district librarian for the 2024-2025 school year. This role includes the following duties: establish and maintain attractive, functional, and organized Learning Resource Centers that support the objectives of the instructional program and in which students and staff can work at productive levels, follow procedures for the selection, acquisition, circulation, and maintenance of materials and equipment, keep staff and students informed of materials, equipment, and new technologies available, prepare statistical records and reports needed to administer the Learning Resource Center, administer budgets according to the needs and objectives of the Learning Resource Center within administrative guidelines, exercise leadership in the instructional program by teaching students age-appropriate library media skills, promoting the development of reading skills and reading appreciation, supporting teachers in instructional units, and providing resources for professional growth of faculty and staff, and evaluate the Learning Resource Center programs, services, facilities, and materials to assure optimum use. This person is expected to perform other appropriate duties as assigned by administration. The District welcomes interests related to extracurricular opportunities associated with coaching, school activities and/or club sponsorships.

Applications are available on the district website at [www.puxico.k12.mo.us](http://www.puxico.k12.mo.us).

Questions can be directed to Todd Jenkins, JH Principal, at [tjenkins@puxico.k12.mo.us](mailto:tjenkins@puxico.k12.mo.us)

*Applications are available on the district website at [www.puxico.k12.mo.us](http://www.puxico.k12.mo.us) or by calling 573-222-3762.*

*Position will remain open until filled. Questions should be directed to the JH Principal, Todd Jenkins at 573-222-3058.*

*The Puxico School District considers applicants for all positions without regard to race, color, religion, national origin, ancestry, age, religion, genetic information, marital status, pregnancy, sex, exercise of FMLA rights or disability, educational programs or activities, and as required by the Immigration Reform Control Act, hires only American Citizens and aliens who are authorized to work in the United States. All candidates will be considered on the basis of qualifications, training, experience, and the ability to perform the requirements of the position. Puxico R-8 School reserves the right to accept or reject any or all applications.*

Motivated applicants are encouraged to apply ASAP. The position will remain open until filled.

**#GoPuxico**

***Stronger Community, Brighter Tomorrow***