



Sonoita Elementary School District # 25

Elgin School

*23 Elgin Road
Elgin, Arizona 85611
(520) 455-5514 Fax (520) 455-5516*

Mary Faley, Superintendent

Melissa Paul, Executive Secretary

Applications are being accepted for the following position:

**Library/Media/IT Para-Professional
Full time, 10-month position**

Position Summary:

- Library/Media Center duties such as checking out books, shelving books, and maintaining inventory.
- Maintaining onsite technology, i.e. laptops, tablets etc...
- Submit recommendations for the purchase of library books and technology, to support classroom instruction.
- Assist with technology and library classes.
- Student supervisory duties.

Position requirements:

- Ability to speak, read and write in English
- Ability to lift 50 pounds
- Related education or experience
- Associates' Degree or 2 years of Higher Education or ETS- Paraprofessional Assessment certificate
- Fingerprint clearance card
- Proof of MMR immunization

Interested applicants must provide the following:

- Cover Letter
- Resume
- 3 letters of reference (less than 3 months old)

Job Description – Available on Request

Salary – Classified Salary/Wage Schedule, dependent on experience Full Time – Benefits Eligible

Please send resume packet to:

Heidi Gonzales

Email – hgonzales@elgink12.com

Phone – (520) 455-5514, ext. 304

Mail – 23 Elgin Road Elgin, AZ 85611

Dated: 3/8/2023 until filled