



Palmer Ridge High School
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Dr. Adam Frank, Principal • Eric Purdy, Assistant Principal • Kendra Date, Assistant Principal

Amie Renegar, Dean of Students • Lance McCorkle, Assistant Principal/Athletic Director

September 22, 2022

Dear PRHS Parents:

The purpose of this letter is to communicate that we are in need of hiring two vacancies that have become open in recent weeks. If you or someone you know is interested in applying, please access the job postings at <https://www.applitrack.com/lewispalmer/onlineapp/>.

The first employment opportunity is a **High School Library Media Assistant**. This individual will work closely with our school librarian, Kari Stevenson, to assist students and manage resources on a daily basis in our school library. The position is listed under the tab, "Educational Support" at the above website. The desired fill date is ASAP.

The second opportunity is a certified, **part-time Business Teacher** position. The position is listed under the tab, "High School Teaching" at the above website. The individual will teach four classes on Gold Days: Intro to Business (two classes), Personal Finance, and Principles of Marketing. The curriculum and preparation of instructional materials has already been created for these courses and are available for teacher access online through Canvas. There is an immediate need to fill this position for the duration of the 1st Semester with the opportunity to offer these courses again 2nd Semester. Also, based on the applicant pool, we may consider hiring a long-term substitute as an alternative to a certified teacher. Employment for this position will begin October 18, 2022.

It is unfortunate to find ourselves still struggling to fill vacancies, but we appreciate your support and help in sharing these needs with people who may be interested.

Sincerely,

Adam Frank, Ph.D.

Principal, Palmer Ridge High School

"Ignite, engage, encourage, and expect excellence"