

PLEASE POST

POSTING DATE

March 17, 2026

APPLICATION DEADLINE

****Until Filled****



ANNOUNCEMENT OF VACANCIES
Anticipated 2026-2027

Location	Position	Days	Salary Class	Hours Per Day	Salary (based on experience)
TBD	4K Child Development Assistant	190	8	7	\$20,216 - \$30,510
TBD	Attendance Assistant	190	8	7.5	\$21,660 - \$32,689
TBD	Bookkeeper	240	10	7.5	\$31,518 - \$47,664
TBD	Clerical Assistant	190	8	7.5	\$21,660 - \$32,689
TBD	Clerical Assistant	210	8	7.5	\$23,940 - \$36,130
TBD	Clerical Assistant	220	8	7.5	\$25,080 - \$37,851
TBD	Computer Lab Assistant	190	9	7.5	\$23,327 - \$35,183
TBD	Kindergarten Assistant	190	8	7.5	\$21,660 - \$32,689
TBD	Library Assistant	190	8	7.5	\$21,660 - \$32,689
TBD	Registrar (Elementary & Middle School)	220	9	7.5	\$27,010 - \$40,738
TBD	Registrar (High School)	240	10	7.5	\$31,518 - \$47,664

Additional information regarding position requirements and description is located on the District Five website:

www.lexrich5.org under Human Resources / Job Descriptions.

Application Procedure

Internal Applicants:

If this is a promotional opportunity, please adhere to the following:

1. Lateral transfers: Employees who complete the lateral transfer request during the transfer window will be considered for positions posted prior to May 31, 2026 that match the employee's lateral transfer position and location requests. No further action by the employee is required.
2. If this is a promotional opportunity, notify your principal/supervisor of your desire to apply for the vacancy and then visit the District Five application site at <https://www.applitrack.com/lex5/onlineapp/default.aspx>, submit an **Internal Application** and indicate the vacancies for which you are applying. If you have previously submitted an internal application, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application.

External Applicants:

Visit the District Five application site at <https://www.applitrack.com/lex5/onlineapp/default.aspx>, complete an **External Application** and indicate the vacancies for which you are applying. If you have previously applied, log on to your existing application and add the current vacancies of interest. A current resume and letter of interest must be attached to the application.

**This deadline is for the convenience of the District. The District reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application. School District Five of Lexington and Richland Counties does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law.

AN EQUAL OPPORTUNITY EMPLOYER

Dr. Tamara D. Turner, Chief Human Resources Officer