

# Job Posting

## High School Library Aide

(29 hours per week (7.25/hrs a day - 4 days a week)

**Looking for a creative and organized individual to serve as the high school library aide. The ideal candidate will have excellent communication skills, the ability to use MS Office and other computer software, enjoy working with teens, demonstrate a desire to promote reading, and be self-directed.**

### **SKILLS REQUIRED:**

The requirements listed below are representative of the skills, abilities and demands required.

- Ability to perform several tasks concurrently under varying deadlines
- Ability to exercise tact, good judgment, and initiative in dealing with students, faculty, and the public
- Knowledge of teen reading trends and research techniques
- Skill in operating computers, laptops, chromebooks, and peripheral equipment
- Ability to communicate clearly and concisely, both orally and in writing including clear, polite telephone skills
- Demonstrate proficiency in the use of Microsoft Word and Google Apps (Calendar and Docs)
- Ability to sort, file and replace library materials alphabetically and numerically using call numbers (Dewey Decimal system classification).
- Ability to work efficiently under minimum supervision and still follow the directives of the District Media Specialist.

### **PHYSICAL DEMANDS OF THE POSITION**

- Frequent standing, walking, stooping, kneeling, crouching, and sitting.
- Handling of items including picking up and shelving
- Bending/twisting and reaching; use of a step stool.
- Pushing and pulling objects weighing 60-80 pounds on wheels.
- Lifting and carrying up to 50 pounds.
- Talking and hearing; use of the telephone.

Please send letter of interest and resume with three references to:

Jill Sharp, High School Principal  
400 West Grand Ave  
Wittenberg, WI 54499

**Deadline to apply: March 16, 2018**

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Long Description:

1. Library Patrons: Maintains the patron record database, updates student records, monitors overdue and lost material fees, and issues receipts for paid fines. Emails patrons of fines and overdue materials to student and staff.
2. Circulation: Checks out materials to staff and students. Keeps a requested-materials log book. Reshelves materials. Makes recommendations to students and staff for research, materials, and book selection. Compiles circulation statistics. Maintains an orderly and neat circulation desk.
3. Collection Maintenance: Assists with the inventory of library materials and equipment. Repairs damaged materials. Assists with weeding process under direction of Library Media Specialist. Completes processing of new materials including: newspapers, periodicals, books, DVDs, equipment, and digital materials under the direction of the Library Media Specialist.
4. Reservations: Maintains the Google Calendars for the library space, library lab and computer carts and regularly checks the equipment preparing it for use.
5. Equipment: Manages laminating for staff, operates copy machines, printers, scanners, sets up LCD projectors and document cameras. Troubleshoots and maintains office equipment. Assists students and staff with paper cutting, copying, die-cut machine and other equipment. Checks out laptops, digital cameras, and equipment to students and staffs and follows proper procedures upon equipment return.
6. Prepares library displays and promotional activities and completes necessary paperwork. Maintains a clean and orderly room. Dusts shelves as needed, maintains plants and artwork as needed, cleans display cases, straightens tables, chairs and seating groups daily.
7. Reference: Assists students and staff in using the library databases, locating materials, troubleshooting of computer applications and internet research. Assists students and staff with reference questions. Gathers materials at teacher request for class use.
8. Sorts mail and prepares newspapers and magazines for circulation. Files back issues and maintains an orderly collection of materials until discarded.
9. Student Supervision: Supervises students within the library who are working independently or in small groups. Maintains order and follows the discipline plan. Administers tests as requested. Cultivates a quiet study environment. Promotes a positive and welcoming climate in the library. Mentors and supports students as needed. Monitors student use of computers in the library--according to the Acceptable Use Policy.

10. Cleans computer equipment within the library and computer labs at school-year end to prepare for following year. Cleans chromebooks and laptops housed within the library.

11. Computer Programs: Has working knowledge of Microsoft Word, PowerPoint, Google Docs, Google Slides, Google Forms, Email, image and document scanning.

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