SCHOOL LIBRARY ASSISTANT

Site: Lakeview Elementary School
Start Date: As Soon As Hiring Process Is Complete
Salary: $2,824.00 to $3,603.00 (based on full-time)
Schedule: (10 month) 10 hours per week, schedule to be determined.

APPLICATION DEADLINE: Application must be in writing and received by the Personnel Office no later than November 16, 2018. NOTE: This position is open to lateral transfers and current district employees only at this time.

Typical Duties:
Under general direction of the building principal, the school library assistant performs a wide variety of school library program activities. Primary tasks/responsibilities include maintaining and promoting the library/media collection. Provides complex clerical functions as required and performs other duties directly related to this position. Orient classes to library procedures, use of reference materials and appropriate library skills. Visits classrooms to give book talks and reviews as requested, shares stories with classes. Compiles book and media lists for classroom instruction and assists teachers with requests for materials to accompany classroom units. Prepares library/media displays and actively promotes library use and reading. Promotes and participates in book fairs. Catalogues, shelves and inventories new books and non-print materials using A.L.A., Sears and Dewey system formats. Accurately maintains card catalogs and checks books and non-print materials in and out. Assists staff and students in the proper use of library facilities and are responsible for the physical appearance of the room and collections. Keeps necessary library/media center records, type’s lists, bulletins and routine material and conducts yearly inventory. Reviews condition of materials and makes minor repairs as necessary. Assists students in computer and audio visual equipment use. Recommends new acquisitions and develops/maintains library budget.

Knowledge, Skills and Ability Required:
Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation. Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary. Knowledge of reference sources, conversant with customary library and media terminology, standards for book selection and American Library Association, Sears and Dewey system formats.

Experience and Certificates:
Typing certificate with net corrected speed of 30 wpm.
First Aid and CPR Certification

Employment Contingency:
Offer of employment is contingent upon satisfactory completion of a pre-placement medical examination, which includes drug screening, TB test. Fingerprint must be cleared through the California Department of Justice before employment can begin.

APPLY TO:
https://www.edjoin.org/