ALLENDALE PUBLIC SCHOOLS

Position Posting

Position:	Library Media Center Aide
Location/School:	Evergreen Elementary
Posting Dates:	November 2 - 6, 2026 internal; November 7-until filled external
Reports To:	Sarah Lema, Media Specialist
Starting Wage:	$16.30
Work Schedule:	2026-27 Contracted School-Year; Monday-Friday 8:00 AM - 4:00 PM
Effective Employment Date:	January 4, 2027

This position is part of the Allendale Education Association (AEA). Please see the agreement on the website for more information at www.allendale.k12.mi.us under the Budget & Salary /Compensation Transparency Reporting icon.

Qualifications:

- Must be able to take direction from building media specialist, principal, and/or curriculum director
- Must exhibit the qualities of patience, consistency, and flexibility in working with students and staff
- Must be self-sufficient, well organized, and willing to take on tasks as they arise according to media center guidelines
- Must be able to plan read aloud stories and mini-lessons to engage 1st and 2nd graders
- Must be comfortable using technology, willing to learn new programs, and troubleshoot

Essential Job Functions and Duties:

- Assist the media specialist in the management of the media center and materials, including library equipment (ex. laminator, die cut machine, etc.)
- Process and catalog materials using Alexandria computer software and prepare the books with proper covering
- Maintain the Alexandria online catalog and create wishlists of books needed for the library
- Assist teachers and students in locating appropriate materials, often gathering materials per teacher requests

- Communicate effectively with teachers to share library updates and with parents when books are not returned in a timely manner
- Keep accurate records of patron history including lost and damaged books and conduct annual inventory
- Share book talks and recommendations with students to help increase their reading engagement
- Checking in, checking out and correct shelving of materials
- Repair damaged books
- Share grade appropriate stories with students during their weekly library class
- Maintain relevant book displays and bulletin boards
- Assist with special programs and classroom projects that involve media center materials
- Promote, set up, and assist with running the fall and spring book fairs hosted during the school days and 1-2 evenings
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Knowledge, Skills and Abilities:

- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others.
- Ability to work in various environments.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Additional Duties: Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

Equipment: Uses standard office equipment such as computers, printer, copy and fax machines, and telephone.

Travel Requirements: Travels to school district buildings and professional meetings as required.

Physical and Mental Demands, Work Hazards:

- *ADA Requirements*: The physical demands, work environment factors, and mental functions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
    - *Physical Demands*: While performing the duties of this job, the employee is required to stand, walk, sit, use hands to fingers, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment), taste and smell. The employee must occasionally lift and/or move up to

50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust/focus.

- *Work Environment*: The noise level in the work environment is loud to moderate.
- *Mental Functions*: While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

Methods of Application: **Applitrack / Frontline**

Contact Person: **Doug Bol, Evergreen Principal**
bouldou@apsfalcons.net

FLSA Status: Exempt
APPLICATIONS: SUBMIT AN APPLICATION, INDIVIDUAL COVER LETTER, AND RESUME THROUGH THE ONLINE APPLITRACK / FRONTLINE APPLICANT CENTER
- NO HARD COPY APPLICATIONS WILL BE ACCEPTED VIA MAIL OR HAND DELIVERY.

Visit the district website: https://www.allendale.k12.mi.us/

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