

DONEGAL SCHOOL DISTRICT
NOTICE OF VACANCY
SUPPORT STAFF

DATE ISSUED: 05/27/2026
EXPIRATION DATE: 06/10/2026
OR UNTIL POSITIONS ARE
FILLED

POSITION: LIBRARY ASSISTANT (ELEMENTARY)

TERM/DURATION: 5.5 HOURS/DAY

- PART-TIME NO BENEFITS
- WHEN STUDENTS ARE IN ATTENDANCE

BUILDING ASSIGNMENT: DONEGAL PRIMARY SCHOOL

STARTING WAGE: \$14.00/HR

To be considered for a position, apply online using the link below.
<https://www.applitrack.com/donegalsd/onlineapp/default.aspx?>

Current employees interested in transferring to the above listed position, must also apply online using the link above.

DONEGAL SCHOOL DISTRICT

POSITION MANAGEMENT GUIDE

TITLE: *Library Assistant*
DEPARTMENT: *Assistants*
LOCATION: *DPS*
REPORTS TO: *Librarian/Principal*

SUMMARY OF PURPOSE

This position is responsible for providing support to the librarian or principal and to assist faculty and students.

ESSENTIAL FUNCTIONS

1. Assists librarian in performance of clerical tasks such as filing, typing, processing materials and circulating materials.
2. Assists with general library operation.
3. Assists faculty and students as needed.
4. Assists in the record-keeping, maintenance and functioning of the audio-visual equipment.
5. Assists in the training and supervising of student library aides.
6. Performs other duties when assigned by the Librarian or Principal.
7. Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.

MARGINAL FUNCTIONS

Marginal Functions will vary with the specific assignment and depend on the particular position function for which the person is responsible.

SCOPE AND IMPACT

This position accomplishes most of its tasks through standardized operating procedures. Internal contacts include the librarian, teachers, students and the district office employees. The external contacts include parents and the general public.

MINIMUM REQUIREMENTS

This position requires an understanding of the processes and procedures of a school. A High School diploma or the equivalent is required as well as prior experience in dealing with students.

SPECIAL SKILLS

Proficiency with computers is preferred. Must possess clerical skills. Must have excellent interpersonal skills using tact and diplomacy at all times. Confidentiality is essential. Able to deal with emergency/crisis situations.

PHYSICAL/MENTAL/ENVIRONMENTAL

Physical - Sit: 20%; walk/stand 80%
 Lifting: May lift up to 60 lbs.
 Vision: Normal

Mental - Ability to evaluate, interpret and analyze; written and verbal communications.

Environment: Normal classroom environment.

The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.