

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
September 29, 2025

2025-26

Job Title:	Library Aide	Salary:	\$20.15/hr – Negotiations in Progress
Reports to:	Building Administrator	Range:	4
Location:	Mt. View Elementary School	Hrs/Day:	3.5 hrs/day
	Kenai, Alaska	# Days:	184

JOB PURPOSE: To provide assistance to staff and students in the operation and maintenance of the school library.

Duties, Responsibilities, and Accountabilities:

1. Will work in a school library cataloging, shelving books, and other materials.
2. Will be responsible for computer input and maintaining the students and classroom checkout system. Experience with the Alexandria System is preferred.
3. Will maintain a library environment that is welcoming and usable for students and staff, including but not limited to creating displays and maintaining accurate inventory.
4. Will make recommendations regarding the addition or deletion of items from the library collection.
5. Will assist in the maintenance of computer labs and computer carts for both hardware and software.
6. Will help coordinate computer lab and computer cart schedules and technology equipment for the school.
7. Will assist staff and students as necessary.
8. Performs other related duties as required or assigned.
9. Works cooperatively with school employees, students, and visitors.

Knowledge, Skills, and Abilities:

1. Requires knowledge of cataloging and shelving library books and materials.
2. Requires a high school diploma or recognized equivalent.
3. Requires a willingness to perform various job-related duties as situations require, a strong sense of teamwork, and the ability to work cooperatively with others.
4. Experience working with computers and various software the school district uses.
5. Able to take directions and work independently.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to students, parents, and staff in one-on-one and small-group situations.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to perform basic arithmetical calculations.

Reasoning Ability: Applying common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities: Ability to operate computers, photocopying machines, and various other technology equipment. Ability to develop effective working relationships with students, staff, and the school community.

Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability and willingness to perform other duties as assigned.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm, or finger motion many times as in typing. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources
148 North Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER