

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 11, 2021

**School Library Assistant
Milwood Elementary School
KSP, Range 8 (\$23,037 - \$30,454)
10 Month, Full-time**

The position will start in August 2021

Scope of Responsibilities

Performs a variety of clerical functions in the school library. Works with and independent of the librarian in operating the library.

Performance Responsibilities

1. Use the KPS library automation system to:
 - a. Circulate books.
 - b. Maintain student records.
 - c. Generate reports.
 - d. Generate and distribute overdue notices.
 - e. Receives new materials and prepares same for circulation.
 - f. Monitor students' use of computers for internet research and CD Rom reference work.
2. Maintain inventory of materials.
3. Perform simple mending and maintenance of materials.
4. Train and oversee work of parent volunteers and/or student workers.
5. Assist staff and students in locating materials.
6. Assist in maintaining an attractive learning environment and a positive learning climate.
7. Perform all other duties as assigned.

Minimum Qualifications

1. High school diploma or equivalency.
2. Evidence of computer skills necessary to assist students, staff and parents.
3. Exhibits knowledge of the Dewey Decimal system.
4. Ability to adapt to changing technology.
5. Evidence of strong interpersonal skills/ability to relate with students, staff and parents.
6. Keyboarding and computer proficiency.
7. Ability to organize and prioritize clerical work in the library.
8. Ability to communicate effectively.
9. Ability to work as a team with the librarian.
10. Evidence of a desirable work record (low absenteeism, good job performance, flexibility).

Desirable Qualifications

1. Knowledge of overall library procedures.
2. Knowledge of current software programs.
3. Willingness and capable of learning and growing in the position.
4. Ability to produce schedules, sign-ups, diagrams, etc. as necessary.

Please apply online at www.kalamazoopublicschools.com
no later than **Friday, June 18, 2021**.

Kalamazoo Public Schools is an Equal Opportunity Employer.