

Kalamazoo Public Schools

Every child. Every opportunity. Every time.

June 11, 2021

**AV/School Library Assistant
Kalamazoo Central High School
KSP, Range 8 (\$23,037 - \$30,454)
10 Month – Full Time**

The position is available for the 2021-22 school year.

Scope of Responsibilities

Assists the librarian in the operation of the high school library audiovisual department and library. Operates and maintains photocopy machines. Maintains appropriate records including inventories. Assists the librarian in the use of media and technology for staff and students.

Performance Responsibilities

1. Works as a team with the librarian in the operation of the library audiovisual department.
2. Operates photocopy machines. Provides copies of documents for staff in a timely manner using an established system for requesting such service.
3. Schedules repair of all library audiovisual department equipment including photocopy machines, television monitors, DVD players, overhead and video projectors, camcorders and cassette players.
4. Maintains a current inventory of all equipment, computers and/or software assigned to the library audiovisual department.
5. Checks out library audiovisual equipment to authorized staff on both a yearlong and daily basis, using a system of accountability for all equipment assigned to the library audiovisual department. Checks in all library audiovisual equipment at the end of the school year and schedules equipment for appropriate summer service.
6. Orders and maintains adequate amount of consumable items and supplies for the library audiovisual department needs including paper, toner, staples, projection bulbs, batteries, computer disks, and other items as directed by the librarian.
7. Assists students and staff in a positive and professional manner.
8. Assists in the set-up and operation of audiovisual and/or computers for staff meetings and other group presentations.
9. Performs basic troubleshooting of malfunctioning audiovisual equipment and photocopy machines.
10. Attends library department meetings as scheduled.

11. Participates in training opportunities and in-services in the use of audiovisual equipment and technology.
12. Performs other duties as assigned.

Minimum Qualifications

1. Proficient in using a computer to assist students, staff and parents.
2. Knowledge of the Dewey Decimal system.
3. Ability to learn current library software.
4. Ability to use and maintain audiovisual and technology equipment.
5. Ability to establish and maintain positive working relationships with students and staff.
6. Ability to work independently and as a team with the librarian.
7. Evidence of a desirable work record (i.e. low absenteeism, flexibility, punctuality, good job performance).

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

Kalamazoo Public Schools is an Equal Opportunity Employer