

# Mount Vernon City Schools



## Columbia Elementary School

### Library Aide

2026-2027 School Year

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*Help us continue the tradition of excellence in education!*

#### POSITION:

- Library Aide

#### DESCRIPTION:

- Hours to be worked at Columbia Elementary School are as follows: 35 hours a week Monday – Friday 7 hours per day (with a 30-minute unpaid lunch). 8:00 a.m. to 3:30 p.m.
- This position will follow the elementary library aides work calendar. (Work calendars are subject to change in the event of calamity days or changes agreed upon by the Administration and Union).
- This is a school year position and will be contracted to work 192 days.
- This position will be on a 26 biweekly stretch pay schedule (to be paid over holidays, breaks and summer).

#### EXPERIENCE:

- Proficiency in using Technology is preferred (i.e. Google Docs).
- Must obtain and maintain an Educational Aide Certificate from the Ohio Department of Education.
- We seek a person that is passionate for students, a strong collaborator, has the ability to work as a team member, possesses strong communication skills, and has the ability to educate students.

#### APPLICATION PROCEDURE:

Complete application – Only applications submitted online at <https://www.applitrack.com/mvcsd/onlineapp> will be accepted. We will not accept hard copy applications.

- Submit letter of interest explaining why the position interests you and why you believe we should be interested in you.
- Submit a current resume with references.

**APPLICATION TIMELINE:** Application materials submitted online by 4:00 p.m. on Monday May 18, 2026

#### **Mount Vernon City Schools is an Equal Opportunity Employer**

*Mount Vernon City Schools ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Mount Vernon City Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources*

**Date Posted: Tuesday May 12, 2026**