



WATERFORD SCHOOL DISTRICT

NOTICE OF VACANCY

Internal/External

Position: Elementary Library Technician (10-month position) – *0.4 FTE*

Location: Knudsen Elementary School

Required Qualifications:

- High School Diploma
- Be a collaborative team member of the assigned building including maintaining a program of services including literature sharing, reference and research assistant, class visits, reading incentive and literacy support.
- Ability to work with teachers to select read alouds for when their classes visit the library that are within our curriculum, themes and/or building culture.
- Provide a positive learning environment for students in Kindergarten - 5th grade
- Organize and run a school wide book fair once per year
- Good communication skills with all key stakeholders
- Maintain and inventory the library collection

Minimum Qualifications:

- Library Technical Assistant Degree preferred
- Operates the library as an integral part of the school including keeping the library collections up-to-date and relevant to the overall school program making the library attractive to students, communicating the library's role and services to administrators, staff, students and parents.
- Perform basic library maintenance and technical functions including ordering appropriate materials, processing materials and collection maintenance and operating the library automated system.
- Reviews and maintains data on library use and circulation statistics
- Orders new materials based on collection development plan
- Trains and supervises library volunteers
- Works with the library cataloger, principals and Director of Instructional Technology, Data and Assessment to meet district-wide building goals of library service

Reports To:	Director of Instructional Technology, Data and Assessment
Workday/Week:	14 hours per week; 10-month position
Starting Date:	August 25, 2026
Compensation:	\$15.91 - \$18.85 (Based on experience)
Posting Date:	July 14, 2026
Posting Deadline:	Until Filled

Internal and external candidates may apply by visiting www.waterford.k12.mi.us and selecting the icon “Employment” and next, “Job Postings Directory”. Include letter of intent, resume, and letter(s) of reference with the application. Employment is contingent upon receiving all required documentation (e.g., criminal background investigation and fingerprint records.)

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