

GLOBE UNIFIED SCHOOL DISTRICT NO. 1



OFFICE OF THE SUPERINTENDENT
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78-278

POST

VACANCY ANNOUNCEMENT

POST

Promoting high academic achievement in a safe and supportive environment

ANNOUNCEMENT DATE: June 7, 2010 INTERNAL/EXTERNAL
CLOSING DATE: Until Filled
JOB CLASSIFICATION: Classified

JOB TITLE: **Library Aide**

BEGINNING DATE OF EMPLOYMENT: Remainder of 2010-2011 School Year
TERMS OF EMPLOYMENT: 8 hours daily
Rate of Pay: Salary Range 7
Hourly Pay: \$ 7.26 - \$8.34
Fringe Benefits

REPORTS TO: Principal/ Librarian
WORK LOCATION: **High Desert Middle School**

OVERVIEW OF RESPONSIBILITIES:

This position involves general clerical and typing duties related to the processing and circulating of library books, magazines and other reference materials. Prepares lists of over-due books and monitors their return. Checks incoming shipments of books and other materials; types catalog cards, requisitions, memos, and correspondence; assists in cataloging books and A-V equipment; checks out books and other circulating materials; binds periodicals; answers telephone and provides routine information; assists students and teachers in locating materials; shelves and repairs books; monitors student activity; operates standard office equipment including computers, assists with cleaning and general maintenance of computers and components; provides supervision of study hall or library as directed by librarian; performs other duties as required.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent required
2. Some college or other post high school training in business or education courses desirable.
3. Knowledge of basic library classifications and procedures; book care and processing.
4. One or two years experience in office; some in library setting desirable.
5. Must be able to move about classrooms or campus and lift A-V equipment and books
6. Must be able to type a minimum of 40 wpm.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

APPLICATION PROCEDURES FOR INTERNAL AND EXTERNAL APPLICANTS:

1. Current application and résumé (Internal applicants should submit transfer request)
Internal applicants will be considered in accordance with District Policy GCK
Fingerprinting will be required of all External applicants.
2. Two (2) letters of recommendation - external applicants
3. Copy of High School Diploma or GED equivalent

NOTICE OF NON-DISCRIMINATION

The Globe Unified School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The Superintendent has been designated to handle inquiries regarding non-discrimination policies.