



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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| <b>Title:</b>               | <b>Instructional Library Assistant</b>                         | <b>Supervisor:</b>     | Director, Youth Services       |
| <b>Location:</b>            | YARCS  | <b>Classification:</b> | Part-Time                      |
| <b>Hours:</b>               | 25-29 hours per week   | <b>Schedule:</b>       | Monday – Friday, various hours |
| <b>Building Supervisor:</b> | School Library Media Specialist and assigned classroom teacher |                        |                                |

### GENERAL DESCRIPTION

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Instructional Library Assistant works at York Academy Regional Charter School. Has experience working with children in a school setting and must enjoy working in a multicultural environment, interacting and encouraging children to succeed.

### EDUCATION & EXPERIENCE REQUIREMENTS

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Must be a high school graduate with prior experience working effectively with children. Basic knowledge of library services and experience providing educational programs to elementary school children is necessary. Experience performing inventory of materials is preferred and using computers is essential. Storytelling experience is a plus. Understands basic classroom management techniques and can enforce rules when necessary. Some knowledge of International Baccalaureate program and instructional strategies preferred.

### GENERAL REQUIREMENTS

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Must enjoy working in a multicultural work environment, interacting and encouraging children to succeed. This position requires someone with excellent communication skills and the ability to lead groups of children. Must be able to maintain confidentiality of student records and behaviors. The candidate must be reliable, creative, a self-starter and feel comfortable handling a variety of tasks.

### PHYSICAL REQUIREMENTS

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- Ability to lift books and other library materials (approx. 25 lbs.)
- Ability to stoop, kneel and reach high areas for shelving purposes

### DUTIES AND RESPONSIBILITIES

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- 1.) First and foremost, the instructional library aide must recognize and accept the differences that are inherent in each location where duties are performed, and that change may occur several times a day.
- 2.) Coordinate with the School Library Media Specialist the daily activities of a charter school library throughout the entire calendar year, including interacting with teachers and students as directed and maintaining order during the school day.
- 3.) Assist teachers in identifying and securing educational materials for lesson preparation including instruction in the use of the library's computerized catalog system.
- 4.) Assist the school library media specialist with the selection, purchasing, cataloging, circulation and inventory of school library materials.
- 5.) Assist the school library media specialist with the development and implementation of innovative programs for children; this includes providing storytelling experiences for students enrolled in primary grades.
- 6.) Maintain flexibility when moving from the school library to the classroom. Accept the direction of the classroom teacher and provide the service needed to students as assigned. Understand the need to remain fluid and positive as changes occur.
- 7.) Oversee instructional activities in the classroom as directed by the teacher and monitor and report results.
- 8.) Maintain daily communication between classroom teacher and library media specialist to meet stated goals.
- 9.) Attend staff meetings at Martin Library and in-service training sessions offered by Martin Library or the York Academy Regional Charter School.

## ADDITIONAL INFORMATION

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If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
    - <https://www.compass.state.pa.us/CWIS/Public/Home>
  - Pennsylvania Criminal History Record
    - <https://epatch.state.pa.us/>
  - Federal Criminal History Record
    - <https://uenroll.identogo.com/>
  - Mandated Reporter Training Certificate
    - <https://www.reportabusepa.pitt.edu>
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**York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.**

**If this position matches your interests and qualifications, please visit [jobs.yorklibraries.org](https://jobs.yorklibraries.org) to complete an employment application.**