



## **Lower School Library Assistant**

Pace Academy Lower School seeks a K-5 library assistant for the 2019-20 academic year. The ideal candidate is organized and efficient, intuitive, exhibits good judgment, possesses excellent communication skills and is capable of guiding students effectively. He/she will be enthusiastic about working with the elementary child in a library setting, will be fun-loving and have a good sense of humor.

The Library Assistant helps the Librarian in all aspects of library operation, including supervision of the circulation desk, various clerical and administrative duties, and assisting with classes. This is a part-time academic year position. The hours are Mon, Tue, Thu, and Fri from 7:30-3:10. Some occasional evening and weekend hours required.

This position reports to the Director of Libraries. In addition to the Library Assistant, the staff includes one Librarian and two-dozen library volunteers. Pace Academy is an independent college preparatory school in Atlanta, Ga., with an enrollment of 1,100 students in Pre-First through 12th grades. The Lower School is made up of 366 students in grades Pre-First through Five. There are three classes per grade for a total of 18 classes. The library staff meets with each class once per week.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists the librarian in all aspects of library operation
- Assists students and staff in the circulation of library materials and the use of online resources
- Coordinates video-conferences
- Oversees operation of the circulation desk
- Processes new library materials
- Oversees collection management duties, including shelving, straightening shelf-reading, and withdrawal of library materials
- Assists Librarian with library classes and conducts library classes, as needed
- Recruits, trains, and schedules library volunteers.
- Other duties as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree and experience working in a lower school library and/or working with elementary-aged children
- Strong organizational skills
- Enjoyment working with students in an educational setting
- Excellent oral and written communication skills
- Ability to work collaboratively with colleagues
- High standards of professional conduct
- A good sense of humor
- Maintains professional appearance and behaves in a manner appropriate to a public setting
- Performs reliably and dependably with a good record of attendance, punctuality, flexibility and time management
- Develops work-related goals and objectives
- Develops job-related abilities, skills and knowledge
- Attends library-related meetings, workshops and in-service programs

See more about the Pace Academy Lower School Library at:  
<https://www.paceacademy.org/academics/lower-school-library>

Qualified applicants should send a resume, cover letter, and references to: [Jobs@PaceAcademy.org](mailto:Jobs@PaceAcademy.org). Review of applicants will begin on March 15<sup>th</sup>, 2019.

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