



## LOS ALAMITOS UNIFIED SCHOOL DISTRICT

### PERSONNEL COMMISSION

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[www.losal.org](http://www.losal.org)

*An Equal  
Opportunity  
Employer*

#### CLASSIFIED EMPLOYMENT OPPORTUNITY

# MEDIA CENTER ASSISTANT – HIGH SCHOOL

#### POSITION DETAILS

- 40 hours per week
- 10.5 months per year

#### SALARY

\$22.30 - \$27.11 hourly

ISSUE DATE: 10/6/2020

APPLICATION DEADLINE: 10/20/2020

TENTATIVE WRITTEN EXAM: 10/23/2020

TENTATIVE ORAL EXAM: 10/28/2020

**Posting is limited to the first 50 qualified applicants. Applications will be accepted starting 10/19/2020 at 9:00 am and the application period will close on 10/20/2020 at 4:00 pm.**

#### RECRUITMENT TYPE

**Dual Certification** - This employment opportunity is available to anyone who qualifies. A single eligibility list based on rank order will be generated from this recruitment. Current classified employees who qualify will be given seniority credit.

#### POSITION BENEFITS

**Pay increases:** The first pay increase for regular employees occurs after 6 months if the employee passes the probationary period. Pay increases occur annually thereafter, until top step is reached.

#### BASIC FUNCTION

Under the direction of the Principal, assist a media center teacher in performing tasks in library or media work; to assist students and staff in learning to use the library and media materials at the high school; and to perform related work as required. Commitment to Los Alamitos Unified School District's mission, vision and priority goals. Excellent communication/interpersonal skills with the ability to engage and work closely with a wide range of stakeholders.

\* **Complete Job Description** available at [www.losal.org](http://www.losal.org) under Job Opportunities/Classified Job Descriptions.

#### MINIMUM QUALIFICATIONS

##### **Education & Experience**

- ✓ Graduation from high school, supplemented by course work in library, media or curriculum
- ✓ Two years of library media experience, preferably including some experience in an educational setting

#### APPLICATION & EXAMINATION PROCESS

##### **Application:**

\* Complete a Los Alamitos Unified School District Classified Application which can be accessed at [www.losal.org](http://www.losal.org) under the Job Opportunities link. Completed applications must be submitted electronically through [www.losal.org](http://www.losal.org) by the deadline date noted on this job flyer.

**NO PAPER APPLICATIONS WILL BE ACCEPTED!**

\* Be sure your application reflects all relevant experience, paid or volunteer. Attach a supplemental resume or other description of experience if it is not adequately described on your application.

##### **Examination:**

Applications may be screened to select the most qualified candidates.

The examination will consist of:

- A - Written job knowledge exam (30% of Total Score)
- B - Structured oral exam (70% of Total Score)

Some classifications require you to pass a physical examination. This examination is at the district's expense and the appointment is not assured until you have passed this examination. Applicants must attain a passing score of 70% on each part of the examination in order to be placed on the eligibility list. Should a large number of candidates pass the written exam, a higher passing score than 70% may be required to progress. Application & Examination details along with information about the merit system are available on the Los Alamitos USD Personnel Commission website at [www.losal.org](http://www.losal.org) under Human Resources/Personnel Commission.

**Candidates who pass the written and panel interview will be placed on an eligibility list valid for six (6) months.**

The Los Alamitos Unified School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, ethnic group identification, marital/parental status, physical/mental disability, national origin, religion, age, sex, sexual orientation, gender/gender identity or expression or genetic information; the perception of one or more of such characteristics; or association with a person/group with one or more of these actual or perceived characteristics.