

Springfield Local Schools



Intermediate School Library Aide

Posting Date: May 29, 2024

Posting Deadline: June 14, 2024

District: Springfield Local Schools (Mahoning County)

Position: Intermediate School Library Aide (will be employed by MVRCOG)

Qualifications: Must possess a High School Diploma, GED, or Equivalent and have basic computer skills. Must be able to lift, retrieve and re-shelve library materials and supplies weighing up to 50 lbs. Responsibilities include organizing and shelving the library's material in proper order, retrieving materials, assisting with processing items and directing and assisting staff and students. Must have basic computer knowledge and collaborates with staff, students and administration.

Ideal candidate will meet the following:

- **Catalogs materials**
- **Assists students/staff with the retrieval of information and materials**
- **Maintains an orderly circulation system**
- **Keeps books, periodicals, pamphlets, etc., properly shelved**
- **Oversees the cleaning, repair, and replacement of library/media equipment and materials**
- **Discards outdated or damaged materials following board-adopted procedures**
- **Inventories the library collection and media equipment as directed**
- **Helps students/staff use library/media computers, peripherals, and equipment**
- **Complies with district policies and procedures**

Salary: \$14.00/hour

Starting Date: August 27, 2024

Interested applicants should email or send a letter of interest, resume and credentials to:

Springfield Intermediate School

% Jason Wilson, Principal

P.O Box 549

New Middletown, Ohio 44442

jawilson@springfieldlocal.us