



## CLASSIFIED JOB POSTING

TO: All Classified Staff  
FROM: Shannon Turner, Principal  
DATE: April 22, 2026  
RE: Library Media Aide Vacancy-2026-27 School Year

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**POSTING DATE:** April 22, 2026

**POSTING PERIOD:** April 22, 2026 - April 28, 2026

**POSITION:** Library Media Aide - Elementary School

**INFORMATION:** Rate of Pay \$17.58 - \$23.29 per hour (pending board approval of CBA)  
7 hours per day- 190 days

**START DATE:** August 18, 2026

**APPLICATION DEADLINE:** 3:00 pm–April 28, 2026

**APPLICATION TO:** Shannon Turner, Principal  
Bellevue Elementary School  
1150 Castalia St.  
Bellevue, OH 44811  
[shannon.turner@bellevueschools.org](mailto:shannon.turner@bellevueschools.org)

**REQUIREMENTS AND QUALIFICATIONS:** See attached job description

**ADDITIONAL QUALIFICATIONS/INFORMATION:** (Applicant must adhere to)

- \* Bellevue City School District Board policy and OAPSE negotiated agreement
- \* Must obtain Teacher Aide certification
- \* Salary per district negotiated salary schedule as per OAPSE contract
- \* Vacancy shall be filled as determined by the Superintendent
- \* The Board reserves the right to determine whether or not to fill the vacancy.
- \* Interviews will be conducted by the Principal or as determined by the Superintendent
- \* No applicant will be considered without the following items submitted in writing:

1. Written letter of application specifying why position is desired
2. Detailed resume
3. Other information pertinent to job vacancy
4. If applicant held a similar position, items 2 and 3 are not necessary

The Bellevue City School District does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its education programs, activities, and employment practices.

cc: District  
Website  
Social Media

**BELLEVUE CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**Title:** LIBRARY/MEDIA AIDE

**File 503**

**Reports to:** Principal

**Job Objective:** Helps staff/students use library/media resources effectively.

- Minimum Qualifications:**
- Valid state department of education license/permit as determined at the time of appointment.
  - Meets mandated state/federal criteria (i.e., approved degree, completion of requisite higher education credit hours/courses, or acceptable score on an authorized professional standards test).
  - Behavioral management skills substantiated by training/work experience. Duties may require agility, physical strength, and stamina to address the needs of students with problem behavior and/or students requiring physical assistance (e.g., mobility, transferring, positioning, etc.).
  - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
  - Demonstrates dependability/flexibility. Reacts to interruptions/emerging priorities effectively.
  - Demonstrates the ability to use technology equipment/systems associated with job functions.
  - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
  - Exhibits consistent, impartial and resourceful problem-solving skills.
  - Maintains a record free of criminal violations that would prohibit public school employment.
  - Meets mandated health screening requirements following a conditional offer of employment.

NOTE: Position requires successful completion of blood-borne pathogen/communicable disease training as a condition of employment. Child abuse/neglect, CPR, and/or first aid training may also be required.

- Essential Functions:**
- **1. Provides library/media services including trends in computer science and other technologies. Pursues ongoing program improvements and innovative tech integration including makerspace activities, STEM, and coding.**
    - Works effectively with minimal supervision. Performs tasks efficiently to meet deadlines.
    - Communicates program objectives/performance expectations to students/parents.
    - Provides support services that enhance staff/student access to library/media resources.
    - Stimulates student interest, enthusiasm and inquisitiveness about subjects and events.
    - Formulates recommendations to improve services and update the library/media collection.
    - Maintains an orderly circulation system. Keeps books, periodicals and reference materials properly shelved. Maintains the school's electronic library media resources.
    - Processes loans/returns. Prepares overdue notices. Reserves teacher-requested materials.
    - Complies with district procedures to account for the collection of authorized student fees and fines.
    - Works with staff to improve student learning through the effective use of library/media resources.
    - Helps students understand copyright and intellectual property laws.
    - Uses a variety of strategies to introduce new library/media resources to students (e.g., E-mails, websites, displays, digital media presentations etc.) and stimulate interest in life-long learning.
    - Helps staff/students use computers, peripherals, coding, typing, STEM learning and other trending career readiness skills.
    - Supports grade-level curriculum implementation activities. Provides programs that enhance student reading and research skills. Presents special topics to classes when requested.
    - Helps students identify additional library/media and distance learning resources in the community.
    - Helps identify/resolve problems that impede student participation in appropriate learning activities.
    - Provides opportunities for all students to participate in an inclusive educational environment.
    - Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, critical-thinking and creativity skills.
    - Facilitates student learning activities that encourage teamwork and positive peer relationships.
  - **2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**
    - Contributes to an effective and positive work/learning environment. Completes all assigned duties.
    - Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
    - Encourages community participation in school-sponsored activities.
    - Maintains a professional appearance. Wears work attire appropriate for the position.
    - Maintains an acceptable attendance record and is punctual.
    - Respects privacy and maintains the confidentiality of privileged information.
    - Strives to develop rapport and serve as a positive role model for others.
    - Takes the initiative to perform routine tasks independently.

**3. Maintains open/effective communications.**

- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Seeks clarification when directives/expectations are unclear.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

**4. Pursues opportunities to enhance professional performance.**

- Attends training/in-service programs as directed.
- Keeps current with professional advances associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps supervisors manage/eliminate risks.**

- Maintains high expectations for appropriate conduct. Watches for situations that may indicate a problem. Follows district protocol and state law when inappropriate behavior is encountered.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working  
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts and odors.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Performing strenuous or repetitive manual tasks for extended periods of time.
- Traveling to meetings and work assignments.

**Performance  
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Bellevue City School District.

The Bellevue City School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

**Revised:** March, 2012  
August, 2024