

PARAMOUNT UNIFIED SCHOOL DISTRICT

ELEMENTARY LIBRARY/ MEDIA ASSISTANT



Salary Schedule:

- Range 118: Step 1: \$3,299 - Step 6: \$4,215 per month
- Eight (6) hours per day - Eleven (11) Months

Definition:

Under the direction of an assigned administrator, perform a variety of clerical library duties in the circulation, processing, maintenance and distribution of textbooks, library books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

Minimum Qualifications:

Completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education; or Associate of Arts degree or higher; or proof of passing an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics.

Application Requirements

- **Current Resume** detailing your education, experience, and training.

Important Dates:

Tentative Examination Date: Friday, August 7, 2026

Tentative Interview Date: Monday, August 10, 2026

Knowledge and Abilities:

KNOWLEDGE OF:

Basic functions, operations and maintenance of school libraries; library practices, procedures, reference materials, resources and terminology; library cataloging and classification including card catalogs and the Dewey Decimal system, filing, indexing and inventory procedures; record-keeping and report preparation techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; operation of a computer and assigned software; modern office practices, procedures and equipment; mathematic calculations.

ABILITY TO:

Perform a variety of clerical library duties in the circulation, processing, maintenance and distribution of textbooks, library books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment; monitor and maintain acceptable student behavior in the library; learn District curriculum, reading levels and appropriate reference materials; process and shelve library materials; check library materials in and out to students and staff; operation of a computer and assigned software; maintain files and records and prepare reports; type or input data at an acceptable rate of speed; communicate effectively both orally and in writing; calculate and collect fees for lost or overdue books as needed; establish and maintain cooperative and effective working relationships with others; complete work with many interruptions; understand and follow oral and written instructions.

Applications will only be accepted via the link or QR code.

<https://www.edjoin.org/Home/JobPosting/2253871>

Edjoin Help Desk 888-900-8945

DUE DATE: Saturday, August 1, 2026

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL FILLING THIS POSITION.



Additional Information

Application Procedure:

To be considered, all candidates need to complete an online application on EdJoin. They must submit a completed application, ensuring that all required documentation is included. Candidates must clearly demonstrate that they meet the minimum requirements for the position. If the minimum requirements are specific and the applicant's experience is general, a breakdown of functions on a percentage-of-time-involvement basis should be included. Voluntary experience can also be considered if detailed information is provided. Only applications that meet the minimum requirements will be considered. Candidates who meet the minimum requirements will be invited to participate in an examination. You will be notified via EdJoin about the time and place of the examination.

Examination:

Applicants must successfully complete all supplemental questions.

Tuberculosis & Chest X-Ray:

Before being employed and beginning work for this District, you will be required to file evidence of having had a Tuberculosis Mantoux examination (Intradermal skin test) with a negative result within the past 60 days. Medically verified positive skin test results require a chest x-ray.

Authorization To Work Requirements:

As required by the Immigration Reform and Control Act of 1986, ALL persons who are offered employment must provide the district with documents that establish their identity and employment eligibility.

Other Requirements:

State law requires all our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. Personnel Services staff may obtain confidential references from your former employers. Employees are required to belong to the Public Employee's Retirement System. A physical examination, at your expense, is also a pre-employment requirement.

Salary Information:

Advanced placement on the Salary Schedule, up to Step III, may be allowed at the time of employment. To be considered for advanced placement, the prior qualifying employment must have been full-time employment within the last seven (7) years, must be completely disclosed in the application paperwork and must be properly verified in writing at the time of employment. The written verification must be on official stationery of the prior employer and specifically state the position held, a description of duties performed and the beginning and ending dates of employment.

DETAILED JOB DESCRIPTIONS OF ALL CLASSIFIED POSITIONS ARE AVAILABLE UPON REQUEST.

THE PARAMOUNT UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY, OR GENDER IN ANY OF ITS POLICIES, PROCEDURES OR PRACTICES. SEE WEBSITE FOR FULL DETAILS.