

WA-NEE COMMUNITY SCHOOLS

Title/Position:	Library Assistant/Circulation & Computer Help Desk NWMS
Date Posted:	July 27, 2017
Date Close:	Until Filled
Employment Type:	Non-Certified – 6.5/day - 180 days/year
Start Date:	August 15,16, 2017
Corp Name:	Wa-Nee Community Schools
School:	NorthWood Middle School

JOB DESCRIPTION

Duties will include:

- opening up the library in the morning and shutting down all equipment at the end of the day
- ability to learn basic computer repairs and exchanges
- checking in and out library books and resources to students and staff
- restocking books in the library and organizing inventory
- helping to supervise students
- managing library overdue notices and follow up with students

JOB REQUIREMENTS

- Able to work school hours
- Some knowledge of Windows and ability to learn educational software
- Ability to communicate with email and verbally with staff and students
- Ability to work independently and perform varied and complex duties
- Maintain and meet timelines as required
- Possess working knowledge of computer programs preferred
- Ability lift up to 50# in organization of library materials
- As a condition of employment complete all required drug screens and expanded background checks

JOB QUALIFICATIONS

We are seeking an organized, self-motivated individual who is able to:

- Establish and maintain an effective working relationship with others throughout the school and corporation
- Provide courteous service to employees, students, parents and community members
- Work with children effectively
- Perform varied and complex duties independently

The above statements are intended to describe the general nature of work to be performed and should not be construed as an exhaustive list of responsibilities and skills required. All personnel from time to time may be required to perform duties outside their normal responsibilities as needed or assigned.

CONTACT INFORMATION

Name:	Bart Rice, Principal
Phone:	(574) 862-2710
Email:	brice@wance.org
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Address:	301 N. Elkhart St., Wakarusa, IN 46573

APPLICATION INSTRUCTIONS

Please submit the following:

- Letter of interest
- Resume listing pertinent information concerning your qualifications and experience.
- Complete an application for employment. Forms are available online at <http://www.wance.org>

NON-DISCRIMINATION POLICY

Wa-Nee Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.