

WYOMISSING AREA SCHOOL DISTRICT

Position Posting

Position Title: Part-time Library Aide (6 hrs./day)

Location: WHEC

Min. Hourly Rate: \$15.00/hr.



The Wyomissing Hills Elementary Center is currently seeking a part-time library aide to assist the librarian with a variety of tasks. *The anticipated start date of this position is May 23, 2024 through the end of this school year and a return for the 2024-25 school year.*

Duties include, but are not limited to:

1. Offer guidance and demonstrate the use of various equipment, software, and library resources as directed by the librarian.
2. Assist faculty and students in locating materials through the catalogue system.
3. Obtain appropriate research materials for students as requested by the librarian.
4. Provide direct instructional assistance to a student and/or groups of students under the direction of the librarian.
5. Copy or reproduce worksheets, tests, and other materials as needed by the librarian.
6. Catalogue and process new library materials.
7. Assist in the preparation of library publications.
8. Manage the process of checking library materials in and out of the Library.
9. Shelve new and returned library materials appropriately.
10. Assist librarian with displays and projects.

Minimum Requirements:

- High School Diploma

Additional Requirements:

- Prior experience working with children
- PDE required clearances (only required upon offer of employment)

Application Process:

External applicants, please complete the Support Staff Application located at www.wyoarea.org to: HR, Wyomissing Area School District, 630 Evans Ave., Wyomissing, PA 19610 or email dweise@wyoarea.org. For external candidates, all required clearances and training must be within one year.

Application Deadline:

May 2, 2024 or until filled

Posted:

April 22, 2024

Wyomissing Area School District is an Equal Opportunity Employer