



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	School Library Aide - Alternate	Supervisor:	Director of Youth Services
Location:	York City Schools & Martin Library	Classification:	Part-Time/Regular/Non-Exempt
Department:	SLAM – various buildings	Hours:	Up to 29 hours per week
Schedule:	Flexible schedule up to 3 days per week- 8:00am – 4:00pm		

GENERAL DESCRIPTION

The School Library Aide - Alternate will coordinate the day-to-day activities of the assigned school library in the absence of the regular School Library Aide.

EDUCATION & EXPERIENCE REQUIREMENTS

Candidate must have a high school degree (or equivalent). Candidate must have experience providing educational programs to elementary age school children. Computer proficiency, library experience and storytelling experience is preferred. Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training is required.

GENERAL REQUIREMENTS

Must enjoy working in a multicultural work environment, in particular interacting and encouraging children to succeed. This position requires someone with excellent communication skills and the ability to lead groups of children. It is important that the candidate be dependable, a self-starter, creative, and feel comfortable handling a variety of tasks.

DUTIES AND RESPONSIBILITIES

- Coordinate the daily activities of a city school library throughout the entire calendar year in the absence of the regular School Library Aide.
- Assist children in the use of the school library and its collection of materials.
- Assist teachers in identifying and securing educational materials for lesson preparation including the use of the library's computerized catalog system.
- Assist with the selection, purchasing, cataloging, circulation and inventory of school library materials when budget and time allows.
- Assist with the development and implementation of innovative programs for children; this includes providing storytelling experiences for students enrolled in primary grades.
- Attend staff meetings at Martin Library and in-service training sessions offered by York County Library System or the School District of the City of York.
- Provide customer service at Martin Library if applicable and serve in an assigned location for summer.
- Provide information about programs and services at Martin Library and encourage students and teachers to attend and utilize those.
- Complete special projects and other duties as assigned by building librarians, building principals, and Director of Youth Services.

ADDITIONAL INFORMATION

If selected for an interview, candidate must provide the following information **at the time of the interview** to complete the Act 168 Employer Verification form:

- Names and contact information, including fax number and/or email address, for all current and previous employers that are school entities or where candidate was employed in a position having direct contact with children.

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit jobs.yorklibraries.org to complete an employment application.
