



CLARKSVILLE COMMUNITY SCHOOLS

Office of the Superintendent • 200 Ettel Lane • Clarksville, IN 47129-1898
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Notice of Vacancy ~ MS/HS Library Assistant

Schools: Clarksville Middle School and Clarksville High School

Reports To: Librarian/ Supervising Principal

Period of Time: Remainder of 2021-2022 School Year

Qualifications: High school diploma required; some college preferred.

Training or experience required: 1 year of secretarial or library experience. Has experience with solving basic computer problems.

Purpose of the Position: Assist the Librarian with all aspects of the middle school and high school libraries.

Duties and Responsibilities:

1. Circulation – Check books in and out to students and staff. Run and distribute overdue notices, collect overdue books and collect fines.
2. Media Center Materials – Receive, process, and shelve library materials. Shelf read the stacks to maintain the organization of materials. Inspect books and make any repairs needed. Assist with inventory.
3. Book and Library Promotion - Create displays to promote reading. Read middle school and young adult books for recommendation to patrons. Give book talks. Help with the Young Hoosier and Rosie programs.
4. Student Services – Instruct and assist students on how to use the online catalog and databases for research. Assist students with the use of the library computers and Google Docs.
5. Perform other duties assigned by the Library Media Specialist and Supervising Principal.

Physical Requirements: The ability to bend, reach, and stand on a stool to shelve books. The ability to lift 25 pounds to handle AV equipment, book orders, and move library furniture.

Applications and resumes will be accepted until position is filled. Applicants for the position must submit a letter of interest, resume, references and classified application to Clarksville Middle School Principal, Nikki Bullington, at nbullington@clarksvilleschools.org

Note: The application can be found at www.clarksvilleschools.org

Date: December 16, 2021

It is the policy of the Clarksville Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, limited English proficiency, age or handicapping conditions in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Our Mission - Grow students who demonstrate integrity and are prepared for their future!