

Job Title: Library Assistant - Starting August, 2022
School Name: Saint Francis High School

Saint Francis High School is a large, co-ed Catholic High School in the city of Mountain View. Position is full-time during the academic year. Competitive salary, full benefits.

Please apply online at:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=95346&clientkey=E3795B76E44B3B061471C2B2029DEC76>

For more information, please contact Ann Lane, Head Librarian, at 650-968-1213 ext. 285 or annlane@sfhs.com. Visit the school's website at: sfhs.com

Key Responsibilities

- Supervises the library from 9:00am to 5:30pm, including student use of the Silent Study Room/Testing Center as needed
- Partners with the learning resource and IT teams to foster a welcoming space for students and a positive learning environment
- Provides circulation desk services, including greeting students, checking materials in and out, assisting students and teachers with finding print and electronic materials, and maintaining records in Destiny Library Manager
- Assists librarian with collection development by receiving and processing new materials
- Performs collection maintenance, including shelving library materials, tidying library shelves, weeding, and shelf reading
- Helps maintain the library's online presence on the school website and social media
- Assists librarian with creation and promotion of book displays and library programs
- Performs closing tasks as required
- Attends school professional development and retreat days

Experience

- Experience working with children or teenagers
- Ability and willingness to learn to use a variety of software solutions, including library management software, website administration software, event management software, Google Suite, Office Tools.
- Demonstrated competency with online library catalogs (OPACs), databases, and internet searching
- Sufficient understanding of Dewey Decimal Classification to allow for locating library materials, shelving, and shelf reading
- Experience creating promotional materials such as flyers, web content, or social media content
- Experience with library technical processing a plus
- Interest in reading and discussing fiction and nonfiction books that are of interest to teens a plus

Educational Requirements

- High school graduate with some college preferred

Behavioral Job Attributes

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Strong organizational skills, attention to detail and ability to multitask
- Able to handle frequent interruptions in an often bustling environment. Able to effectively manage tasks with short term and long term deadlines
- Positive attitude: flexible, optimistic, kind, professional and willing to support students and colleagues
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills and implement best practices

Physical Requirements

- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Work requires visual acuity
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to sit for extended periods of time
- Must be able to lift 25 lbs. in confined spaces

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including mask wearing, physical distancing, symptom tracking etc.