



THE KING'S ACADEMY

Job Title: Library Assistant II
Job Status: Full-Time, 10.5 Months
Exempt Status: Non-Exempt
Department: Library
Reports to: Librarian

Job Summary

The primary responsibility of the Library Assistant is to assist the Librarian with the daily functions of the Library through providing effective services to students, staff and parents.

Essential Job Functions

Regular Activities

- Perform daily opening/closing of library
- Oversee student use of media center, enforcing school policies and procedures
- Operate the circulation desk (library logs, overdue notices, fines collection)
- Assist students conducting research
- Coordinate and train student library aides, students and parent volunteers
- Receive new materials and supplies
- Collect statistics for monthly and annual library reports
- Maintain library filing system
- Collaborate with the Librarian to create, plan and rotate monthly displays
- Participate in textbook distribution, inventory classroom sets and textbook collection
- Research inventory for library growth and development
- Manages students and routinely clean up library (clear debris, wipe tables, etc)
- Process and repair library materials

Qualifications

Education and Experience

- High School Diploma or GED required
- 3+ years experience in a library setting (school setting *preferred*)

Skills and Abilities

- Strong leadership qualities and mentoring skills
- Excellent skills in communicating both orally and in written form
- Able to work both independently and in a team setting
- Demonstrated ability to lead by example
- Proficient with Microsoft Office, Google Suite and Apple software
- Ability to learn new computer software systems
- Detail oriented, multi-tasker that is organized and creative
- Observant and takes initiative
- Strong customer service skills
- Has a love of reading and enjoys working with teenagers in a lively environment

Core Characteristics

- Commitment to loving and serving Jesus Christ
- Ability to work under pressure and in a fast paced environment
- Positive, flexible, resourceful and solution-oriented
- Able to understand, love and relate to students
- Must be active in a local Christian body of believers or at least pursuing community with other Christ-followers
- Must have compatible theology on significant issues of TKA's Statement of Faith and Lifestyle Agreement

Working Conditions & Physical Requirements

- Required to use the computer throughout the day
- Work will be performed from the campus
- Will move throughout the campus during the day
- May occasionally have to lift up to 20-pounds
- Need to be able to climb a ladder
- Work is generally performed, **Late July-Early June, Monday-Friday 8:30am-5pm**
 - This position will occasionally require you to work nights (events). As much advance notice as possible will be provided.
 - The months listed are approximate, and the annual start and end date will be dictated by the school calendar and the department's needs.

Salary & Benefits

- TKA offers a [comprehensive benefits package](#) that includes medical, dental, and vision insurance. Additionally, TKA has an HSA and FSA plan, Employee Assistance Program, 403(B) base with matching contributions, basic life insurance, paid time off, and paid professional development.
- **Pay Grid:** Admin III
- **Pay Grid Range:** \$22.87 to \$31.39
 - *This position is paid based on a preset salary grid, and the actual salary will be determined by applicable education and experience as determined by the Human Resources department. The starting pay listed reflects this position's minimum experience and education requirements. The top pay range represents the top of the pay grid for this position. It is rare for a candidate to enter this position at the top of the pay grid. Most candidates can expect to enter in the lower to middle section of the pay grid, depending on experience and education.*

Please Note:

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; therefore, this job description is subject to change.

To apply for this position, please click our [application link](#) to be redirected to our recruiting website.