

## **Library Assistant**

Moreau Catholic High School, a coeducational high school in the Holy Cross tradition, is currently seeking a Library Assistant for the 2021-2022 academic year.

Located in Hayward, California, Moreau Catholic has a diverse student body of 800 students. We are a college preparatory school that strives to educate the hearts and minds of our students. Moreau Catholic is a cutting-edge one-to-one laptop school, with a strong emphasis on 21st Century learning skills embedded across the curriculum. We strongly believe in the importance of a holistic education providing students the opportunity to grow in academic, social and spiritual learning experiences.

### Desired Qualifications:

- Bachelor's degree from an accredited institution preferred
- Experience working in a library preferred
- Commitment to creating diverse, equitable, and inclusive learning environments for all students
- Excellent communications skills especially in dealing with students
- Experience with Mac OS, Google Workspace
- Interest in makerspaces and maker education

### Specific Job Duties:

- Supervises students who visit the library during and after school
- Checks out and renews materials
- Helps students and faculty/staff find books
- Assists with supervising student workers
- Works with Head Librarian to create library displays
- Works with the Head Librarian to remove outdated, unused, or damaged books from the library shelves and catalog

The hours for the Library Assistant are 9:30am-5:30pm on school days.

To apply, send resume with letter of interest to Carla Adcock, Human Resources Manager: [cadcock@moreaucatholic.org](mailto:cadcock@moreaucatholic.org)