

# Library Assistant and Digital Content Specialist

Saint Francis High School

Mountain View, CA

## DESCRIPTION

As part of a three-person team, the Library Assistant and Digital Content Specialist will play an integral role in the library's daily activities by providing general supervision and circulation desk services; processing new materials; and maintaining the library's website and online presence. The Library Assistant and Digital Content Specialist is welcoming, open-minded, creative, self-directed, collaborative, and committed to providing exemplary library service, outreach and programming that is aligned with the school's mission and instructional objectives. This is a ten-month school calendar position (August - May). Current workday is 9:00 a.m. - 5:30 p.m.

## RESPONSIBILITIES

- Supervise the library from 9:00 a.m. to 5:30 p.m., including study halls
- Partner with the learning resource and IT teams to provide a positive learning environment while fostering a welcoming and safe space where students feel respected as individuals. Support Testing Center as needed
- Provide 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 Follett Destiny Library Manager
- Maintain the library's online presence on social media
- Maintain the library website, including troubleshooting vendor service issues
- Assist librarians with receiving, copy cataloging and processing new materials
- Perform collection maintenance, including shelving library materials, tidying library shelves, weeding, and shelf reading
- Assist librarian with creation and promotion of book displays and library programs
- Manage the physical space and perform closing tasks as required
- Attend school in-service and retreat days

## QUALIFICATIONS

### EDUCATIONAL REQUIREMENTS

- High school graduate with some college preferred

### EXPERIENCE

- Experience working with teenagers, young adults, or children
- Demonstrated expertise in creating web content, social media content, and promotional displays and materials such as posters and bookmarks
- Familiarity with online library catalogs
- Experience with library technical processing a plus
- Interest in reading and discussing fiction and nonfiction books that are of interest to teens a plus

### SKILLS

- Proficiency with Apple technology, Google Suite, library management software such as Follett Destiny, website administration software, graphic design software such as Canva or Adobe Spark, social media platforms
- Sufficient understanding of Dewey Decimal Classification to allow for locating library materials, shelving, and shelf reading

- Strong organizational skills and ability to prioritize and complete tasks within set time frames
- Able to handle frequent interruptions in an often bustling environment
- Strong attention to detail
- Manual dexterity to complete physical processing tasks neatly and accurately
- Ability to establish clear expectations with students while building positive relationships
- Able to supervise and interact with students using a restorative justice approach
- Ability to communicate effectively orally and in writing

#### BEHAVIORAL JOB ATTRIBUTES

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Self-directed, with proven ability to assume responsibility, work independently, creatively problem solve, and efficiently manage multiple projects at once
- Team player who is able to work effectively with colleagues, students and educators while demonstrating cultural proficiency and professionalism
- Dedicated lifelong learner who constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Growth mindset: flexible, optimistic, patient, persevering, kind
- Exercise judgment within defined procedures and practices to determine appropriate action

#### 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.

To learn more about the Saint Francis High School library, please go to [www.sfhs.com/library](http://www.sfhs.com/library)

*Saint Francis High School demonstrates a commitment to the continued creation of a diverse and inclusive environment and is proud to be an equal opportunity employer.*