

Sauk Prairie School District – Job Posting



MEMO TO: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske
FROM: Brent Richter, Business Director
DATE: June 12, 2018
RE: Middle School Library Assistant
POSTING: Regular

Position Details:

Position Type: Library Assistant
Posting Date: June 12, 2018
Position Title: Teaching Assistant
Location: Middle School
Employment terms: 7 ½ hr/day, school-year, 190 days
Starting Wage: \$12.13 / hour

Application requirements:

1. Online cover letter required. This is a second step and must be completed after you submit your application
2. No paper applications or letters will be considered
3. **Apply Now:** at WECAN <https://wecan.education.wisc.edu/>

Essential Functions:

1. Assist librarian/media specialist in locating, collecting and disseminating library media materials
2. To assist staff in achieving instructional objectives by working with individual students or small groups
3. Supervises students
4. Process student database and library systems tracking
5. Minor technology repairs and password assistance
6. Assist in the use of media, district network, Internet, computers, computer labs, Smart Boards and document cameras
7. Maintain inventory
8. Physical assistance with students, including lifting as needed

Qualifications:

1. High School diploma or equivalent
2. Obtain emergency medical training and other job related certifications as required
3. Prefer previous work experience with children
4. Ability to properly handle confidential matters, emergency situations and work in a positive manner with students, staff and the community
5. General clerical skills and essential computer skills
6. Basic knowledge of computers and AV equipment
7. Self-motivated individual who is able to complete tasks on time and work independently
8. Able to lift 50 lbs.

Dates:

Job Starting Date: August 2018
Application Closing Date: July 1, 2018

District Notes: 1. Webpage posting 2. WECAN 3. SP Star week 4. Chamber listing.

Sauk Prairie Newspaper Description:

Sauk Prairie School District: Sauk Prairie Middle School Library Assistant. Beginning 2018-2019 School year, 7 ½ hrs/day, 37 ½ hrs/week, \$12.13/hr. Require computer proficiency, organizational skills and able to communicate well with students and adults. Library media experience preferred. Applications only accepted online at WECAN <https://wecan.education.wisc.edu/>