

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

RECRUITMENT BULLETIN # 22-23-197

LIBRARY AIDE / PART TIME PMS

FEBRUARY 2023

POUGHKEEPSIE CITY SCHOOL DISTRICT

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

PART TIME LIBRARY AIDE

- **1- POUGHKEEPSIE MIDDLE SCHOOL**

QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

This position involves responsibility for performing a variety of non-professional tasks in a library such as reading to children, aiding patrons in the use of library equipment and facilities, and providing instruction on the use of computers and the internet. The duties of this class differ from clerical positions due to the primary emphasis on dealing directly with patrons either individually or in small groups with only a limited amount of clerical work performed. The work is performed under the direct supervision of the Librarian.

1. Aids in yearly orientation of library use;
2. Assists patrons in use of library resources such as card catalog, reference materials, pamphlet files and magazines;
3. Assists in preparing and setting up library displays and bulletin boards;
4. Provides training to patrons on common software and internet services;
5. May issue and collect audio-visual equipment and reading materials and instructs students in their use;
6. Shelves returned books, records, magazines and other reference materials;
7. May keep daily records of circulation of library material;
8. Makes minor repairs to library material and equipment;
9. Assists in annual inventory and reads shelves;
10. May supervise and train student aides;
11. May be responsible for supervision of library in absence of Librarian;
12. May type and file catalog cards, correspondence, other reports and orders not requiring the services of a skilled typist;
13. May be required to keep records on activities;

14. Monitor and track the distribution and collection of Chromebooks for students.
15. Does related work as required.

Good general intelligence; ability to learn common technology associated with modern libraries, including computers and the internet; ability to establish good relationships with patrons and others; good clerical aptitude; interest in knowledge and reading materials; ability to acquire a working knowledge of library rules and procedures; ability to maintain discipline; physical condition commensurate with the demands of the position.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

EFFECTIVE DATE: As soon as practicable after an offer of appointment

SALARY: \$15.00 per hour / not to exceed 20 hrs a week

FINAL DATE FOR FILING: Open until filled

SEND ALL INTEREST TO : Dr. Timothy Wade
Assistant Superintendent of Administrative Services
hroffice@poughkeepsieschools.org

Ms. Janet Bisti
Director of Elementary Education
jbisti@poughkeepsieschools.org
CC: stoplanaj@poughkeepsieschools.org

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.