



**Columbia School District**  
**11775 Hewitt Rd. Brooklyn, Michigan 49230**  
Dr. Pamela Campbell, Superintendent  
(517) 592-6641

July 9, 2018

**NOTICE OF OPENING**  
**2018/2019 School Year**

**Columbia Elementary School Library/Media Center Aide**  
**Part-time 25- 29 Hours per Week**

**Qualifications**

High School Diploma or equivalent, an Associate's Degree or higher or able to provide proof WorkKeys Test with passing scores.

School library aides are charged with the task of effectively running a library, such as organizing materials and helping students' access resources. Library aides often instruct students on how to effectively use the library. School library aides also assist teachers to locate resources for their classrooms. Successful library aides possess strong computer skills and are detail oriented. School library aides perform physically strenuous work, such as carry and shelving books.

**Various Duties**

- ✦ Interest in children and education
- ✦ Desire to assist students in a learning environment
- ✦ To assist, support, and work closely with teachers, administrators, and other team members in providing educational benefit for students
- ✦ Stay alert at all times to the students and their needs
- ✦ Effectively and efficiently perform library functions
- ✦ Understand and carry out oral and written instructions
- ✦ Establish and maintain cooperative working relationships with students and teachers
- ✦ Ability to use various computer programs
- ✦ Including but not limited to book and media processing, repair, storage and distribution
- ✦ Performs other such duties/assignments as directed by the principal or designee

**Physical Abilities/Environment**

Physical and mentally be able to perform the essential duties of the position without hazard to themselves or others. Ability to sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; lift and carry 20 pounds of materials; and reach in all directions.

**Deadline: Monday, July 23, 2018 at noon**

Please send a letter of interest, resume,  
and three letters of reference to:  
Monika Cook, Administrative Assistant  
[monika.cook@myeagles.org](mailto:monika.cook@myeagles.org)  
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