



NASHOBA

Regional School District

12/21/2017

Position: Instructional Assistant for Library and Media
Department/Location: Nashoba Regional High School
Pay: Bargained Scale
Hours: 35 hours per week

Organizational Scope:

Position reports to the building Principal while working under the direction of the High School Librarian Media Specialist.

Position Responsibilities:

- Organizes and manages library media and technology resources for student and faculty use to meet instructional standards outlined in the Nashoba curriculum guide.
- Check books and materials in and out to students and teachers using the electronic circulation system
- Assist teachers and other staff in using online A/V and computer lab reservation system
- In consultation with the High Library Media Specialist, contribute to databases and book orders, library supplies, and other relevant materials
- Shelve materials and straighten collection as needed
- Maintain a working knowledge of the content of print and non-print resources that support Nashoba curriculum
- Prepare and process new material for shelving and circulation
- Repair worn or damaged items as needed
- In consultation with the High Library Media Specialist, assist teachers in planning and delivering instruction.
- Make supporting print and non-print materials available to teachers that help students conduct research, develop positions and arguments with supporting details, and to follow accepted protocols for documenting sources.
- Model proficient online research skills and guide / train students and staff in locating, identifying and citing appropriate research materials
- Support the Library Media Specialist with ordering print and non-print materials, software and other library resources.
- Collaborate with other District and Town Libraries to maximize the use of our libraries and to maintain a collection that is supportive of the middle school curriculum and adolescent interest level.
- In consultation with the High Library Media Specialist, assist with the maintenance of the school website with regard to library and media resources.
- Manage Media Center-based technology asset check-in and check-out, including individual Chromebooks and Chromebook carts. Ensure that Media Center technology assets, such as Chromebooks, are powered appropriately, and that any damaged or missing assets are reported.
- Monitor student attendance in the Media Center during student study hall periods, and sign students in and out appropriately.
- Other duties as assigned by the Principal

Job Qualifications & Physical Demands:

Must be Highly Qualified according to DESE standards. Must be willing and able to physically manage students if needed. Library experience and college degree preferred.

To Apply: Via SchoolSpring. Please see website for link to Schoolspring: www.nrsd.net
Employment Opportunities

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.