



# NASHOBA

Regional School District

5/16/2018

## Anticipated Vacancy 2018 - 2019 Academic Year

**Position:** Instructional Assistant for Library and Media  
**Department/Location:** Florence Sawyer School  
**Pay:** Bargained Scale  
**Hours:** 32.5 hours per week

### Organizational Scope:

Position reports to the building Principal while working under the direction of the Librarian.

### 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 building Principal and Coordinator of Digital Learning, 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 Building Principal and Coordinator of Digital Learning, 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 Building Principal and Coordinator of Digital Learning 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 Building Principal and Coordinator of Digital Learning assist with the maintenance of the school website with regard to library and media resources.
- 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](http://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.***