

LIBRARY TEACHER ASSISTANT

Cohasset High School

Cohasset Middle School

Cohasset, Massachusetts

Job Details

- **Job ID:** 4262182
- **Application Deadline:** Posted until Filled
- **Posted:** May 16, 2023
- **Starting Date:** August 2023

Job Description

Cohasset High School seeks a Library Teacher Assistant to assist the school librarian with daily library operations. Responsibilities include checking books in and out, processing new materials, maintaining the library collection, technology troubleshooting, and assisting students and staff in research, reference, and assignments.

The duties commonly associated with the position include but are not limited to:

- Helping to create a welcoming environment for our 6 -12 learning community.
- Helping supervise students who come to use the library and monitor student behavior.
- Assisting students in locating and accessing materials and topics for research, reference, and assignments using our catalogs and databases.
- Helping students navigate Follett Destiny (print book catalog) and Sora (ebook catalog) to locate books.
- Monitoring work of student interns and parent volunteers; training assistants in basic library procedures.
- Processing new books and materials.
- Assisting the librarian in weeding the collection to ensure materials reflect diverse population and equitable global views, are current, support curriculum, and are not damaged or outdated.
- Troubleshooting problems with printer, student devices, and other library technology.
- Checking books and other library materials in and out; shelving materials; reading the shelves for misplaced items.
- Assisting in taking periodic inventory of books and materials; maintaining inventory records.
- Assisting librarian in maintaining the physical appearance of the library; picking up litter and straightening chairs.
- Setting up displays; creating bulletin boards.
- Modeling digital citizenship skills & assisting students in working ethically and legally with regard to intellectual property.
- Multitasking and balancing a variety of job responsibilities throughout the workday in our busy environment.
- Assisting with monitoring of students during Virtual High School periods, Middle School Utility, and High School Utility.
- Working with a seasoned, professional librarian who enjoys mentoring, in a newly constructed modern facility, with supportive administration.

- **Position Type:** Full-time
- **Positions Available:** 1

- Job Category : Student Services > Librarian/Media Specialist

Equal Opportunity Employer

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Job Requirements

- Excellent attention to detail
- Fluency in Google applications
- Knowledge of and/or ability to learn specific educational technology software programs.
- Experience in Follett Destiny Library Management software a plus.
- Physical requirements - Ability to stand, kneel, stoop, bend, crouch, sit, walk, and carry up to 25 pounds.
- At least 3 years of relevant experience preferred
- Bachelor degree preferred
- Citizenship, residency or work visa required

Contact Information

- Brian Scott, High School Principal
- 143 Pond St
- Cohasset, Massachusetts 02025

- Phone: (781) 383-6100
- Fax: 781-383-4168

Apply for this job online at <http://www.schoolspring.com/job?4262182>