



# WISSAHICKON CHARTER SCHOOL

## **Library Assistant**

### **Key Responsibilities**

#### **Circulation**

- Monitors that classes scheduled for the day have returned their items to the library by 8:45
- Manages Check in and Check out of materials; examines returned materials for obvious damage or missing pieces, sort returned materials by type, location or hold status
- Able to answer parent, teacher and student questions about circulation rules
- Assists with overdue notices
- Assists staff and students in locating and checking out materials
- Distributes equipment or materials to classrooms
- Able to assist patrons in locating items in the OPAC or on the shelves
- Pulls in-stock holds daily, places holds, places returned items in hold area, notifies patron that hold is available
- Collects money for damaged or lost library materials and issues receipts to patrons
- Pulls requested materials for all patrons

#### **Library Use**

- Supervise students using the library outside of class hours
- Help maintain the physical appearance and ease of use of the library
  - Evaluate and maintain orderliness of shelved materials through straightening items, correcting shelf disorder, and maintaining proper labeling on items
  - Shelf books, periodicals and other materials
  - Pull materials in need of mending, binding, repairing or discarding
  - Assist in repairing library materials

#### **New Item Processing**

- Process periodicals and other new materials for circulation
- Cover, stamp, barcode and prepare items for cataloging
- Catalog new items as assigned
- Prints and apply labels as needed (spine labels, color coding, identification labels)

#### **Teaching Duties**

- Substitute teach when the Library Media Specialist is absent
- Support the Library Media Specialist during instruction, including circulating the room to ensure students are on task and doing book check out



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## **Qualifications**

- Bachelor's degree required
- Some prior volunteer or work experience in a library required, within a children's library or school library strongly preferred
- Dependable, with a good record of attendance and timeliness
- A relationship builder; able to build effective relationships with students, staff and the entire WCS community
- Strong communication skills

## **Hours**

The library assistant works an average of 27.5 hours per week. It is a part-time position that pays \$11/hour.

## **About Wissahickon Charter School**

Wissahickon Charter School's first campus, Fernhill, opened in 2002 and serves 452 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. The mission of Wissahickon Charter School (WCS) is to provide a community of learning that stimulates and builds the child's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on parents as partners in the learning experiences of their children.

## **How to Apply**

To be considered, please send the following to [applicant@wissahickoncharter.org](mailto:applicant@wissahickoncharter.org). Please indicate "Library Assistant" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and for Wissahickon Charter School
2. Resume

*Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.*

We are unable to respond to individual requests about status. We will contact you if we feel that your qualifications meet our needs.