



## DEPEW UNION FREE SCHOOL DISTRICT

District Offices  
5201 S. Transit Road  
Depew, New York 14043-4335  
[www.depewschools.org](http://www.depewschools.org)

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Superintendent of Schools  
(716) 686-5105  
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Assistant Superintendent  
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Business Administrator  
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### INTERNAL CSEA NOTICE OF VACANCY

**POSITION:** LIBRARY MEDIA AIDE – Full-time

**LOCATIONS:** High School Shift: 7:00 am - 3:00 pm Monday - Friday

**START DATE:** As soon as possible (no board approval if in position within the district)

**SALARY:** As per CSEA agreement

**HOURS:** \*Subject to change according to needs of District/Building

**PERFORMANCE RESPONSIBILITIES:** SEE ATTACHED

#### MINIMUM QUALIFICATIONS:

**\*MUST HAVE CIVIL SERVICE TITLE\***

Graduation from high school or possession of a high school equivalency diploma and at least one (1) year of typing/keyboarding experience which included the use of computers.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

**APPLICATION DEADLINE:** September 21, 2018

#### INTERESTED PARTIES SHOULD SUBMIT IN WRITING TO:

Jeffrey R. Rabey, Superintendent of Schools  
DEPEW UNION FREE SCHOOL DISTRICT  
5201 S. Transit Road  
Depew, NY 14043

An appointment to this position is subject to a 26-week probationary period.

This notice of vacancy will be posted for (5) work days in all job units and at each time clock.

**September 17, 2018**

*"Inspiring, Challenging, Achieving"*

## LIBRARY MEDIA AIDE JOB DESCRIPTION

### DISTINGUISHING FEATURES QF THE CLASS:

The work involves responsibility for assisting teachers and students in locating reference and instructional material in a school's Library Media Center. Work is performed under the direct supervision of a Library Media Specialist and does not exercise any supervisory responsibilities but may oversee and monitor student activity. Does related work as required.

### TYPICAL WORK ACTIVITIES

Assists students and teachers in locating reference and instructional books and materials;  
Checks in returned books and places them back on shelves;  
Maintains non-fiction books in order using the Dewey Decimal System;  
Inventories books on shelves;  
Prepares books for shelf and distribution utilizing an automated cataloging system;  
May make minor repairs and recover old books;  
Types and maintains media center records;  
Maintains library media circulation system;  
Assists student to access information on computer and audio visual equipment;  
Maintains bulletin boards and other learning displays.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of terminology, procedures and equipment which are used in a library media center; working knowledge of the practices, procedures and equipment used in a school environment; ability to type from clear copy or rough draft at a reasonable rate of speed; ability to understand and follow directions; ability to supervise the work of others; aptitude for library work; mental alertness and physical stamina; willingness to follow a prescribed routine; accuracy; sound professional judgment; initiative; tact; resourcefulness; industry and dependability; physical condition commensurate with the demands of the position.

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