



DEPEW UNION FREE SCHOOL DISTRICT

DISTRICT OFFICES
5201 S. Transit Road
Depew, New York 14043-4335
www.depewschools.org

Hank Stopinski, Ed.D.
Superintendent of Schools
(716) 686-5105
Fax (716) 686-5101

INTERNAL CSEA JOB POSTING NOTICE OF VACANCY

POSITION: LIBRARY MEDIA AIDE – Full-time/10 months

LOCATIONS: Depew High School Library

**ANTICIPATED
START DATE:** TBD

SALARY: As per CSEA contract - \$15.68 per hour

HOURS: 7:15 am - 3:15 pm Monday - Friday

**QUALIFICATIONS:
DUTIES/SKILLS:** See attached

**APPLICATION
DEADLINE:** July 21, 2022

INTERESTED PARTIES SHOULD SUBMIT IN WRITING TO:

Hank Stopinski, Ed.D., Superintendent of Schools
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Depew, NY 14043

July 7, 2022

Library Media Aide Job Description

- **Works under the direction of the Library Media Specialist**
- **Routine typing, filing, and clerical duties**
- **Cataloging, organization, and shelving of books; labeling and mending of books**
- **Effective communication skills**
- **Supervision of students**
- **Knowledge of Microsoft Office, PowerSchool, Google Apps for Education, Excel**
- **Assist students with book selection; charge and discharge of books**
- **Assist in controlling status of books in circulation; check on overdue books**
- **Assist with processing of new materials**
- **Assist with bulletin board displays**
- **Assist with inventory of all library media center materials**
- **Maintain computerized records**
- **Any other duties as directed to effectively support the daily operational functioning of the library media center**