

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Mr. Joel Mahaffey



Dawn Cook
Corporation Treasurer

Arnita Heyerly
Director of Human Resources

Kelli Fuhrmann
Secretary to Superintendent

Notice of Vacancy

Date: June 16, 2023

Deadline to Apply: June 30, 2023 or until filled

Position: Elementary Library Instructor

Starting Date: August 8, 2023

Position Summary: The elementary library instructor will assist the library media specialist in the management of the elementary library and delivery of effective, high quality library instruction. This is a 9 month classified hourly position – 5 days a week – 7.50 hours a day.

Key Responsibilities of the Position:

- Develop lessons and provide instruction during scheduled library specials classes with guidance from the library media specialist
- Manage the daily circulation of materials
- Generate overdue reports and manage lost/damaged material fines.
- Maintain library collection by shelving returned materials, replacing incorrectly shelved materials, labeling materials and evaluating materials that need to be repaired or considered for deletion.
- Operate library media center software and technologies.
- Develop displays to encourage a love of reading.
- Assist with the inventory of all library media center materials.
- Follow and enforce the library and school policies and procedures



Inspiring and Empowering Students to Succeed

- Attend in-service trainings as determined by the library media specialist and/or Adams Central leadership.

Immediate Supervisor: Mrs. Debbie Acord, Media Specialist

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting a letter of interest, resume, three (3) current letters of recommendation: [Adams Central Community Schools, Attn: Director of Human Resources, 222 West Washington Street, Monroe, IN 46772](#) or email: hr@accs.k12.in.us.

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