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Position: Learning Resource Assistant

Location: Grover Cleveland Elementary School

Term of Employment: 9 month position

Salary: Tier 2 - start \$12.48/hour; after 6 mo. \$12.77/hour

Reporting Relationships: Building Principal & Administrator of Library Services

Qualifications:

- **Education and Experience:** High School Graduate & Highly Qualified Paraprofessional Status (Certificate) by the Erie School District or the State of Pennsylvania
- **Clearances:** Must hold or obtain FBI, State Police, and Child Abuse clearances
- **Essential Skills:** Demonstrate ability to collaborate with educators and students. Working knowledge of Erie School District policies, procedures, and organizational structure.

General Responsibilities:

- Operation routines of the library including organizing, circulation, shelving, filing, and general maintaining of the print and non-print collections
- Assisting students in the use of all library services including searching, using, and borrowing materials
- Assisting teachers in mechanical tasks of obtaining materials or instructional equipment to learning programs, group projects and class programs
- Conduct yearly building AV equipment and book inventory
- Process overdue book lists for print and non-print materials
- Work collaboratively with Library Media Specialists, Principal, and teachers
- Be able to read aloud to large groups of children

Clerical Duties:

- Charge materials and/or equipment. File and compile reports or services. Send materials for cataloging and receive materials. Take inventory, process magazines; prepare notices, bulletin boards, etc.

Mechanical Duties:

- Duplicate materials. Maintain materials in repair.
- Operate projection or sound equipment, computer library management system including computer curriculum materials.

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties

Erie's Public Schools
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to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

TESTS WILL BE ADMINISTERED INCLUDING, BUT NOT LIMITED TO, WORD PROCESSING TEST SCORING 35-40 WPM.

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502, NO LATER THAN 3:30 P.M. DECEMBER 16, 2016.

APPLICANTS NOT CURRENTLY EMPLOYED BY THE DISTRICT MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.

POST:	8:00 AM	DECEMBER 6, 2016
REMOVE:	3:30 PM	DECEMBER 16, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, DISABILITY OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.