

PURCHASE LINE SCHOOL DISTRICT  
Office of the Superintendent

Advertisement – Job Vacancy  
ELEMENTARY AND HIGH SCHOOL LIBRARY AIDE

The library aide is responsible for providing assistance to the elementary and high school library programs. The library aide will primarily be assigned to the elementary school and will be assigned to the high school as determined by the building principals and the librarian. The library aide must be able to crouch, stoop, bend, stand, lift (up to 50 pounds), push/pull up to 60-80 pounds on wheels, climb ladders and step stools, and read fine print as necessary to perform the duties of the job description. The library aide is directly responsible to the elementary principal, the high school principal, and the librarian.

Must have basic technological proficiency and/or experience, including but not limited to:

- data collection in the form of spreadsheet development and data sorting, filtering, and manipulating;
- word processing including creating and storing documents;
- library/reading application support; and
- the ability to create surveys utilizing tools such as Google Forms or SurveyMonkey.

Must possess a familiarity, competency, and comfort level with online educationally relevant search engines and library databases. Must possess general clerical skills including proficiency in word processing (45 words per minute with accuracy). Must be proficient in organization and filing skills and have the ability to work with numbers. Must be able to work with students and assist staff.

Testing will be required of the applicant in all skill areas. Applicants will be notified of the date and time for administration of the skills test. Wages and benefits as per the support staff contract. A job description is available upon request.

The following information is required in order to apply for the library aide position:

\_\_\_\_\_ Support Staff Application

\_\_\_\_\_ Letter of Interest

\_\_\_\_\_ Resume

\_\_\_\_\_ Three Current Letters of Recommendation

\_\_\_\_\_ Current Pennsylvania Criminal History Check

\_\_\_\_\_ Current Pennsylvania Child Abuse History Certification

\_\_\_\_\_ Current Federal Criminal History Record (Fingerprinting)

\_\_\_\_\_ PDE-6004 Arrest/Conviction Report and Certification Form (Acts 24 and 82)

\_\_\_\_\_ Act 168 Employment History Review – Summary Form and Sexual Misconduct/Abuse Disclosure Release Forms

The support staff application, clearance forms, and employment history review forms can be found on the Purchase Line School District website.

If you have applied for your Pennsylvania Criminal History Check or your Pennsylvania Child Abuse History Certification but have not yet received them from the respective agency, proof of application will be accepted by submitting a copy of the completed form with a copy of the money order or a copy of the online receipt. Proof of application for the Federal Criminal History Record will be the receipt which includes your Universal Enrollment ID.

Send complete application packets to Purchase Line School District, Office of the Superintendent, 16559 Route 286 Hwy E, Commodore, PA 15729. Deadline date is **JANUARY 23, 2019**. Incomplete application packets will not be considered.

Questions concerning the application requirements can be directed to Marlene Lazor in the Superintendent's office at 724-254-4312, extension 4019.

*Purchase Line School District is an equal opportunity education institution and will not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. For information relative to special accommodation, grievance procedures, and compliance with Title VI, Title IX, and Section 504, contact the Superintendent of Schools, Shawn L. Ford, at 16559 Route 286 Hwy E, Commodore, PA 15729 or 724-254-4312.*

January 9, 2019