



BURLINGTON AREA SCHOOL DISTRICT

BURLINGTON AREA SCHOOL DISTRICT PLACEMENT NOTICE SECRETARIES AND AIDES INTERNAL AND EXTERNAL POSTING

Posting Date: June 16, 2017
Closing Date: July 7, 2017
DAYS: 185
Classification: Category II

Position: Library Aide
Location: Burlington High School
Hours per day: 8.0 hours

Description:
Library Aide at Burlington High School

Qualifications:

- Quick learner of computer software used in the library system, including databases and circulation systems.
- Prepare, process, and receive orders and process materials for use.
- Maintain records, inventories, and bookkeeping accounts.
- Efficient and independent worker
- Capable and proficient user of technology, especially Google Drive.
- Assist students and teachers using school resources and technologies.
- Capable of giving reader's advisory to students looking for reading materials
- Willing to take direction, able to follow through accurately
- Skilled in effective behavior management for supervising students
- Possess high school diploma
- Able to work in a team environment
- Experienced in working with young adults
- Assist in the operation and minor repair of technology.
- Flexible, insightful, creative, and organized
- Possess strong, positive communication skills
- Able to participate in training on and off school calendar
- Bilingual skills a plus

Candidates who are interested in making such a commitment are encouraged to apply.

This position is posted on WECAN. Please make application through the WECAN website.

Eric Burling, Principal
Burlington High School
400 McCanna Parkway
Burlington, Wisconsin 53105
eburling@basd.k12.wi.us

Position/Posting Approval: 

Posted in schools, district website at www.basd.k12.wi.us and on WECAN. All applications are to be made through the WECAN website.

The Burlington Area School District, in accordance with Title IX of the Educational Amendments of 1972 and other Federal and State regulations, hereby declares that it is committed to the principle of equal education and employment opportunity and, accordingly, does not discriminate as to sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Any inquires or complaints alleging non-compliance with Title IX of the Educational amendments of 1972 or other Federal and State civil rights or nondiscrimination regulations shall be referred to the Title IX Coordinator of the Burlington Area School District.