



BURLINGTON AREA SCHOOL DISTRICT

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

Posting Date: February 20, 2018
Closing Date: Until Filled
Days: 195
Classification: Category I

Position: Library/Office Aide
Location: Karcher Middle School
Hours per day: 8.0 hours
Start date: 2018-2019 school year

Description: Library and office support focused on: library needs, book clubs, student scheduling, and data mining for Karcher Middle School.

Qualifications:

- Quick learner of computer software used in the library system, including databases and circulation systems.
- Ability to run and facilitate book clubs with groups of students.
- Has the knowledge and/or skills to overlook scheduling for student course selections.
- Has the knowledge and/or skills to analyze school data.
- Prepare, process, and receive orders and process materials for use.
- Maintain records, inventories, and bookkeeping accounts.
- Capable and proficient user of technology, especially Google Drive.
- Assists students and teachers with operation, minor repairs, and concerns pertaining to technology devices and resources.
- Capable of giving student reader's advise when looking for reading materials.
- Willing to take direction, able to follow through accurately.
- Experienced in working with young adults; skilled in effective behavior management for supervising students.
- Possess high school diploma.
- Able to work in a team environment; possess strong, positive communication skills.
- Efficient and independent worker; flexible, insightful, creative, and organized
- 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.

Jill Oelslager, Principal
Karcher Middle School
225 Robert Street
Burlington, Wisconsin 53105
joelslager@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.