



An award-winning EL Education School in Washington, DC

2019-2020 Position Available: Part-Time Library Associate

Capital City Public Charter School is seeking a talented Library Associate to organize and assist in the development of our multi-age library program. The Library Associate, as a member of the Library Team, provides services to support patrons' use of Library resources and services, is responsible for specialized areas of library operations and provides support to the library team.

This is a 10-month, part-time position, which is exempt and therefore not available for overtime pay under the provisions of the Fair Labor Standards Act. The library associate will work 20 hours a week.

Responsibilities of the Library Associate:

- Assume responsibility for one or more specialized areas of library operations such as circulation, basic copy cataloging, periodicals, shelving and inventory, purchasing, reserves or equipment.
- Assist library patrons with circulation, basic information questions, and related functions.
- Assist patrons in the use of electronic library resources such as the online catalog, library website, research databases, e-books, Internet, etc.
- Shelf library materials and maintain reserve shelving. Inventory library collection. File in alphabetic and/or numeric files.
- Perform routine basic copy cataloging, update records in the online catalog, withdraw items selected by a librarian, maintain holdings records, and course reserve records, etc.
- Process new library materials and mend damaged items.
- Assist patrons to use audio-visual materials and equipment, and other equipment such as computers, scanners, printers, photocopier, microfiche reader, etc.
- Create and update general library handouts, brochures and signs. Write drafts of information for newsletters, class schedule, etc. Create and maintain displays.
- Share in responsibility of leading and training student workers.
- Assist in creating and maintaining library web pages.

- Open or close the Library at the start or end of the day. Responsible for the Library and assisting patrons when a librarian is not present.
- Other duties as assigned.

Candidates should also have: strong collaboration skills, a commitment to meeting the needs of a diverse population, experience working in urban environments, and a proven ability to work as a member of a team.

Candidate Requirements: At least 30 college credit hours completed. Bachelor's degree preferred. Candidates with library and/or school experience preferred.

Compensation: Salary scale ranges from \$13,504.00 to \$16,564.90, depending on experience and qualifications. Capital city offers a comprehensive benefits package.

To Apply: Email your resume and letter of interest to Chip Chase at capitalcityjobs@ccpcs.org. Please include "Part-time Library Associate" in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.