



The American International School • Vienna
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ELEMENTARY SCHOOL LIBRARY INSTRUCTIONAL ASSISTANT

QUALIFICATIONS

- Native or near-native English, oral and written
- Experience and interest in working with elementary students in a school setting
- Basic tech skills and experience, including a willingness to learn library platforms (Destiny, Overdrive)
- Background and interest in Children's Literature
- Professional communication, interpersonal, and exceptional organizational skills
- Positive and cheerful attitude towards students, faculty, and the wider community
- Ability to assess situations and problem-solve independently
- Bachelor's degree or equivalent preferred
- Library experience preferred

POSITION OBJECTIVES

Performing the daily technical and physical operations of the Elementary School Library while assisting the librarian in creating a welcoming, warm, information-rich atmosphere that facilitates student learning, collaboration, and community building.

PERFORMANCE RESPONSIBILITIES

Library Responsibilities

- Manages the library and circulation desk throughout the day; assisting students, faculty, and community patrons.
- Supervises students in the library.
- Processes library materials and performs inventory with the Elementary School Librarian.
- Covers for the Administrative Assistant to the Elementary School Principal for lunch and when needed.
- Performs other duties as assigned by the librarian.

Student Supervision

- Refers child learning and safeguarding concerns to appropriate school personnel.
- Enforces school expectations for student safety and behavior consistently and equitably.
- Communicates concerns to appropriate teachers or administrators.

Clerical

- Efficiently and accurately completes administrative tasks such as copying, bulletin boards, and computer data entry.

Professional Conduct

- Demonstrates initiative in the performance of his or her duties.
- Maintains a high level of professional behavior and confidentiality of information about students.
- Contributes to a positive school climate by forming positive relationships with students, teachers, and administrators.
- Demonstrates effective communications skills with students, teachers, and parents.
- Exhibits strong organizational skills in managing time and responsibilities.

HOURS

Core time for the Elementary School Library Assistant is 08:05 - 15:30 (may be negotiable)

PERFORMANCE EVALUATION

The Elementary School Librarian evaluates the Elementary School Library Assistant.

TO APPLY

Send your updated CV and cover letter to HR@ais.at.

We are seeking someone to begin August 1, 2019. This is a part-time position with the possibility of changing to a full-time contract in the future. Job salary, benefits, etc. can be discussed during the interview process.