

4. Shelf print and non-print materials according to the Dewey decimal system.
5. Monitor student use of the library.
6. Perform typing/keyboarding clerical duties as needed.
7. Assist in maintaining the appearance of the library.
8. Mend damaged books.
9. Distribute audiovisual equipment for use in the classrooms.
10. Assist the preparation of decorations and displays.
11. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Reading, communicate effectively (verbally and written), maintain emotional control under stress.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer; moderate standing, stooping, bending and lifting.

POSITION WORKING DAYS: 197 Days

DATE POSTED:

DEADLINE: Until Filled

All applications must be submitted on line for professional and clerical positions to the La Joya I.S.D. Office of Human Resources Department. (www.lajoyaisd.com)

Applicants currently employed by the La Joya I.S.D need to submit an application, letter of intent and resume online. (www.lajoyaisd.com)

Employee Signature: _____

Date: _____