# LAKE CENTRAL SCHOOL CORPORATION

8400 Wicker Avenue
St. John, IN 46373
365-8551

SUPPORT SERVICES STAFF
2017/2018 School Year

**September 26, 2017**

**Library Clerk**..... **Homan Elementary School**

**Qualifications**

- Past experience in a similar position
- Proven track record of ability to maintain a high degree of confidentiality

**Essential Skills and Abilities**

- Strong interpersonal skills
- Ability to work cooperatively and effectively with students and staff
- Working knowledge of middle grades literature
- Strong clerical and organizational skills
- Proficient with MS Office suite and Google Apps
- Excellent listening and writing skills

**Duties**

- Maintain library collection, both physical and electronic
- Interact daily with students and staff in Readers' Advisory role
- Publicize and promote library collection and services among students and staff
- Promote literacy, books and reading through a variety of special events through the library
- Perform other duties as assigned for the purpose of ensuring efficient and effective functioning of the library

**Salary and Benefits**

- Nine month position, 8 hours per day, additional days may be required.
- Hourly rate: $15.15
- Benefits in accordance with the 9 month Information Sheet

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If interested, please apply online at www.lcsc.us Under Administration>Human Resources>online
..... application Select: Secretary/Clerical/Librarian

**Direct questions to:**

Kathi Tucker, Principal OR .....Elana Arens, Corporation Media Specialist
Homan Elementary School ..... Lake Central High School
210 E. Joliet St. Schererville, IN .....(219) 365-8551
Phone 219-322-4451

**Deadline: October 6, 2017 and thereafter until filled** .....

*Lake Central School Corporation is an equal opportunity employer which does not discriminate on the basis of race, religion, color, national origin, gender, disability, age, marital status, genetic information or any other legally protected characteristic. Candidates will be screened, interviewed and employed on the basis of personal and professional qualifications and, where applicable, certifiable training, commensurate with the position. Offers of employment are contingent upon the results of personal background checks pursuant to Board Policy.*