



DE LA SALLE HIGH SCHOOL CONCORD, CALIFORNIA

POSITION SEARCH *Effective April 9th, 2018* Part-Time Library Assistant 20 Hours per Week

De La Salle High School, established in 1965 and sponsored by the Brothers of the Christian Schools (De La Salle Christian Brothers), is a Lasallian Catholic college preparatory school for boys providing a rich environment for spiritual, academic, and social growth. Its rigorous program of studies is complemented by an extensive array of co-curricular programs. The school's atmosphere is one that is moral, caring, and joyful. The school is located in the City of Concord, 25 miles east of San Francisco on a 20 acre campus characterized by beauty and openness.

The school seeks a candidate who can promote the school's Lasallian Catholic mission of serving students and promoting the school's core values of faith, integrity, and scholarship.

KEY CANDIDATE CHARACTERISTICS

The Library Assistant demonstrates expertise in library materials and equipment and provides services to support the library program. In addition, the Library Assistant performs technical and clerical functions unique to the specialized operations of library services within the limits of delegated authority and responsibility and supervises and trains student aides and or adult volunteers. The Library Assistant maintains helping relationships with students in their care.

- The Library Assistant, in collaboration with the Head Librarian and the Associate Librarian, supervises, assists, and disciplines students in the library.
- Has a professional and service-oriented approach with the student and faculty; utilizes a wide range of resources and techniques appropriate for use with students as they are educated within various disciplines.
- Works with the Head Librarian and the Associate Librarian in a supportive nature.

- Participates in department meetings and professional development programs as appropriate.
- Demonstrates evidence of commitment to 21st century technology and the ability to bring such a commitment into the library on a daily basis.
- Integrates the Roman Catholic tradition and the Lasallian heritage into the discharge of his/her library responsibilities.
- Works collaboratively and cooperatively with faculty and staff.

Candidate Profile

Position candidates should be comfortable working with young adults. A Library Tech Certification is preferred, but not required.

Technology expertise and strong communication skills, both written and spoken, and the proven ability to work collaboratively with others are critical components of the desirable candidate.

Priority consideration is given to qualified Roman Catholics.

Interested? Capable? Eager?

If so, please send a cover letter and resume by e-mail to Margaret Silva, Director of Human Resources (silvam@dlshs.org).

Review of applicants will begin immediately and continue until the position is filled. Please visit the school website (www.dlshs.org) for more information about De La Salle.

De La Salle High School assures equal employment opportunity in all its employment policies and practices. These policies and practices are administered without regard to race, color, national origin, ancestry, age, gender, political affiliation, veteran status, service membership, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job or any other category protected by law.