



4882 STANTON BLVD. • MONTAGUE, MI 49437 • TELEPHONE: 231-893-1515 • FAX: 231-894-6586

External Job Posting

Position: Library Aide – MHS / NBC Split Assignment
Classification: Hourly Employee / MESPA Contract Agreement
Terms: 2025-2026 School Year - Monday – Friday; 6.95 hours/day
Salary: \$14.98 per hour; Commensurate with experience
Posted: December 8, 2025
Closing Date: December 12, 2025 or Until Filled

The Library Aide supports the daily operations of the school library/media center by assisting students and staff, maintaining an organized and welcoming environment, and performing clerical and technical tasks. This role helps foster a love of reading, supports information literacy, and ensures efficient access to library materials and resources.

Education:

- Possession of a high school diploma or its equivalent
- College or advanced training in education or related field, preferred

Experience:

- Experience working in a school, library, or clerical setting, preferred
- Familiarity with library circulation systems (e.g., Destiny, Follett), preferred

Responsibilities:

See attached job description

Benefits Include:

Paid Vision, Dental, Life and AD&D Insurance
Enrollment in State Retirement System
Paid Time Off

Applicants:

Interested candidates should send a letter of interest and resume or application to:

Krista Hams, Human Resources Coordinator

By Mail: Montague Area Public Schools
4882 Stanton Blvd.
Montague, MI 49437

Or E-mail: humanresources@mapsk12.org

MONTAGUE AREA PUBLIC SCHOOLS
JOB DESCRIPTION

JOB TITLE: Library Aide
REPORTS TO: Principal
SUPERVISES: Not Applicable

GENERAL JOB FUNCTION:

The Library Aide supports the daily operations of the school library/media center by assisting students and staff, maintaining an organized and welcoming environment, and performing clerical and technical tasks. This role helps foster a love of reading, supports information literacy, and ensures efficient access to library materials and resources.

EDUCATION REQUIREMENTS:

- Possession of a high school diploma or its equivalent
- College or advanced training in education or related field, preferred

QUALIFICATIONS:

- Ability to pass all required background checks mandated by the State of Michigan
- Strong communication and interpersonal skills, especially with children and staff
- Basic computer proficiency and willingness to learn library software
- Experience working in a school, library, or clerical setting, preferred
- Familiarity with library circulation systems (e.g., Destiny, Follett), preferred
- Knowledge of children's and young adult literature, preferred

ESSENTIAL JOB FUNCTIONS:

- Assist students and staff in locating, selecting, and using print and digital resources
- Provide basic guidance on age-appropriate research skills, book selection, and library procedures
- Supervise students in the library to ensure a safe, respectful learning environment
- Check library materials in and out using the district's library management system
- Shelf books and maintain accurate, orderly stacks
- Organize, repair, and process new library materials
- Monitor overdue items and assist with parent/guardian notifications
- Support library programming such as book fairs, reading challenges, and classroom library visits
- Assist students with basic use of computers, Chromebooks, tablets, printers, and educational software
- Help maintain library technology, reporting issues to IT or the Media Specialist as needed
- Prepare displays, bulletin boards, and signage to promote reading and events
- Perform routine clerical tasks such as data entry, copying, and inventory
- Perform such other tasks and assume such other responsibilities as may be assigned by the principal

NOTABLE PHYSICAL REQUIREMENTS:

Occasional light to moderate lifting up to 50 pounds may be required.

TYPICAL WORK ENVIRONMENT:

Most work is done in a general office environment. Occasional assignments may require short trips to other MAPS facilities, the MAISD or elsewhere in the community.

EVALUATION:

The Library Aide is evaluated by the Principal.

WORK LOCATION(S):

Most work is performed within the MAPS school libraries.

TRAVEL EXPECTATIONS:

Travel is normally confined to occasional errands in the community.