



School District of Mauston

Employment Opportunity

Job Title: Library Assistant

Posting Date: 8/3/2026

Location: Olson Middle School

Hours of Work (%FTE): 25-29 hours per week

Pay Rate: \$16.00/hour

Anticipated Start Date: August 2026

Job Description:

The School District of Mauston seeks an individual who has the willingness and desire to work with students in a dynamic library setting. The ideal candidate will have experience working with the middle school age group, a love of reading, excellent organizational skills, and the ability & desire to teach skills to groups of students under the direction of the Library Media Specialist. The successful candidate will be able to communicate effectively, build positive working relationships with students and staff, and be self-motivated. Must pass a background check and drug screen upon offer of employment.

PRIMARY RESPONSIBILITIES:

1. Skillfully deliver programming under the direction of the District Library Media Specialist in library activities, digital literacy skills, and STEM instruction in our Makerspace
2. Organize and maintain the routine and efficient operation of the library media center; receive, process, circulate, and shelve print and non-print materials
3. Maintain routine records and files related to library activities including circulation of books, lost, overdue, and the inventory of library materials
4. Assist students and teachers in locating and selecting appropriate materials for use in classroom and/or curriculum
5. Create interactive displays, bulletin boards, and correspondence to promote books, social-emotional wellness, and special events & programming
6. Model, monitor, and encourage positive student behaviors as aligned with the District's Student Responsibilities Handbook

SECONDARY RESPONSIBILITIES:

1. Operate standard office equipment and utilize materials for marking, repairing, and protecting library materials
2. Assist staff and students with general reference questions and inquiries, including assisting with technology
3. Troubleshoot minor problems and conduct minor maintenance on computers, iPads, and STEM tools
4. Keep the library an organized, clean, and safe environment

Qualifications: Applicants must have a high school diploma and a valid driver's license. Applicants must have technology and organizational skills, the ability to communicate positively and effectively with students and staff, and self-motivation with the desire to learn and grow. We offer paid time off and retirement benefits.

How to Apply:

Apply via WE CAN at <https://wecan.education.wisc.edu/> **Vacancy ID #:** 270642

Paper applications will not be accepted.

District Website: www.maustonschools.org

Questions may be directed to **Jennifer Baldwin** in the District Office at (608) 847-5451 ext. **6684**

We are an equal opportunity employer