

Niwot High School
Application for Library Media Aide
(.5 credit (non English) and a letter grade for one semester)

Name _____ Grade _____

Block Requested

Requirements for position:

1. Very responsible and independent worker
2. Good communication skills
3. Minimum 2.5 GPA for the past year
4. Great attendance record
5. Interview with Teacher Librarian
6. Written approval turned into Counseling office

General Duties of Position:

1. Customer Service!!
2. Book Check in and out
3. Shelving and organization of books in assigned areas
4. Cleaning and straightening of the IMC
5. Operation and maintenance of AV equipment
6. Computer instruction and trouble –shooting as your abilities allow
7. Completion of research skills tutorials, assignments, book reviews, quizzes

Rate yourself on the following (5 is the highest and 1 is the lowest):

Computer literacy	1	2	3	4	5
Getting along with others	1	2	3	4	5
Communication Skills	1	2	3	4	5
Paying attention in class	1	2	3	4	5
Following Instructions	1	2	3	4	5
Finishing Assignments	1	2	3	4	5
Ability to focus on work without socializing	1	2	3	4	5
Willingness to learn new things	1	2	3	4	5
Willingness to stay in the library and be responsible	1	2	3	4	5
Overall Behavior	1	2	3	4	5
Average GPA	1	2	3	4	5
Attendance	1	2	3	4	5

Please answer these questions briefly:

What activities do you take part in? (Clubs, sports, music, etc.)

List some of your favorite books, authors, and magazines.

Tell us a little about your experience with technology.

Please write several sentences about what you can contribute to our IMC as an aide
(tell us about the skills you bring to this job):

Provide the name of a teacher who would recommend you _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

As an applicant for media aide I understand:

- a. I will be on time and have good attendance
- b. I will be expected to act as a positive role model.
- c. I will receive a .5 credit for the semester with a letter grade.
- d. If I am unable to fulfill these expectations as described then I may be asked to drop this Media Aide position by the drop deadline instead of losing credit in this class.