



# WASHINGTON LATIN PUBLIC CHARTER SCHOOLS

## **Part-Time Library Associate**

**School Year 2025-26**

**Part-time 20 hours per week**

**Start Date: ASAP**

**Location: 2nd St Campus**

**Compensation: up to \$21/hour (20 hours per week)**

### **JOB PURPOSE**

The Library Associate supports the school by shelving, cataloging, and providing customer service support to administrators, teachers, staff, and students to help them access the library collection and technology resources. The Library Associate interacts directly with a wide range of students, teachers, administrators, and staff in a customer service capacity.

### ***Responsibilities***

#### **Circulation Desk Services**

- Assist students and staff with checking in and out library materials.
- Help students and staff locate and use library resources effectively.
- Support the library team when students come in for book check out visits.

#### **Library Collection and Space Management**

- Help maintain the library's collection by shelving materials, conducting inventory, and ensuring organization and accessibility.
- Unpack and label new books when they arrive in the library.
- Catalog new books using AccessIt Library.

#### **Technology Support**

- Troubleshoot basic technical issues and escalate complex problems to appropriate staff members.
- Check out loaner computers to students.
- Perform basic printer and copier maintenance (e.g. add paper, clear jams).

### ***Qualifications***

- Excellent customer service skills for direct interaction with administrators, teachers, staff, and students.
- Communication skills (verbal and non verbal), including actively listening to the needs of students and staff, and patiently responding to service requests.
- Attention to detail when following library shelving and circulation policies and practices.
- While not mandatory, previous library or education experience is preferred.

**Washington Latin Public Charter Schools ★ *A Classical Education for the Modern World* ★ [www.latinpcs.org](http://www.latinpcs.org)**

**2<sup>nd</sup> Street Campus ★ 5200 2<sup>nd</sup> Street NW, Washington, DC 20011 ★ 202.223.1111**

**Anna Julia Cooper Campus ★ 4301 Harewood Road NE, Washington DC 20017 ★ 202.697.4430**

*This job description does not state nor is it intended to imply that these are the only duties to be performed by the employee occupying this position. All employees should be prepared to go beyond the narrow job description of the faculty member and participate in the full life of the school.*

## **WHO WE ARE**

Washington Latin PCS is a small network of liberal arts, college preparatory schools with a classical mission serving over 1,000 students in grades 5-12 from across the District of Columbia on two campuses. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students’ respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students’ long-term success.

[Read more](#) about Latin’s model, teaching approach, and community on our website.

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## WHO YOU ARE

You are a master of your content, a curious lifelong learner, and someone who loves working with kids. Additionally, you consistently do the following:

### For Students

- ✓ Create and maintain a respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Establish and consistently administer high academic and personal expectations for students both in and out of one's classroom;

### For Colleagues and Administrators

- ✓ Are respectful of one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

### For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Are willing to invest the time to develop and maintain relationships with families;

### For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant educational organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

## COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer, and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

### APPLY NOW!

Interested in joining our faculty or learning more about our schools?  
Please complete an initial [application](#). Questions? [jobs@latinpcs.org](mailto:jobs@latinpcs.org)

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