

POSITION ANNOUNCEMENT: LIBRARY AND TECH SUPPORT ASSISTANT

ABOUT BART CHARTER SCHOOL

Berkshire Arts & Technology Charter Public School (“BART”) is a nationally recognized, award-winning, college-preparatory, public middle and high school located in Adams, Massachusetts. As the only charter school in Berkshire County, it is consistently ranked among the top schools in Massachusetts for student academic achievement and growth.

Committed to its mission to prepare its students for college and a lifetime of learning, BART is a community of 363 curious and creative students, devoted and innovative teachers and staff members, and families dedicated to the success of their children. The student body is richly diverse, each member with an important personal story. The School is built around a makerspace, and its academic program comprises an intense academic core curriculum enriched by ample elective courses in the arts and technology as well as opportunities for students to pursue independent creative and scholarly projects. Before they graduate, BART students must pass courses on college campuses, take and pass collegiate-skills courses each year, complete an internship within the region, and participate in a rigorous program of mock interviews, portfolio presentations, and annual science fairs.

The success enjoyed by BART’s students and the School as a whole results from a school culture characterized by the pursuit of excellence and

- conviction that each student can succeed in college, regardless of background or previous school performance;
- belief that more time for learning, through BART’s longer school day and longer school year, will improve learning;
- an emphasis on effort and reflection as keys to students’ growth; and
- a strong, intimate community with supports in place for all members to reach, to take intellectual chances, and to achieve remarkable things.

POSITION SUMMARY

The library and tech support assistant is responsible for efficient day-to-day operations within the Library including front-end tech support and inventory management of all instructional resources. The position is a full-time, hourly, year-round position and reports directly to the Director of Technology.

EXPECTATIONS AND RESPONSIBILITIES

Maintain Library/technology/instructional resources including:

- Operate circulation desk and online circulation records;
- Generate overdue reports and notices;
- Keep Library neat and orderly;
- Manage inventory of all books, instructional resources, and technology equipment;
- Maintain computer carts daily;
- Assist students and encourage reading;

- Manage student printing; and
- Manage media asset database.
- Provide support to teachers identifying instructional resources which can support classroom goals.

Provide front-end tech support, including:

- Respond to tier 1 tech support requests from students and staff, account issues, connectivity, etc.;
- Escalate tech support as necessary;
- Maintain master list of passwords and logins for students;
- Assist with requests for audio/video services and setup;
- Purchase supplies for Library and tech department; and
- Assist Director of Technology as needed.

QUALIFICATIONS

- Extremely organized with high attention to detail
- Deep commitment to mission of BART Charter Public School
- Superior interpersonal skills with students and adults
- Strong skills in working with Google Apps, Apple OSX, and Chromebooks
- Working knowledge of contemporary technology and ability to troubleshoot
- Working knowledge of network infrastructure and wireless LANs
- Ability to learn and manage multiple databases
- Comfort learning new technologies (software and hardware)
- Works cooperatively with others, deals effectively with conflict
- Demonstrates an openness to learning
- A motivated self-starter capable of a high level of self-management
- A team player with a strong sense of community

Preference will be given to applicants with demonstrated experience and expertise in implementing multi-tiered systems of academic and/or behavioral support.

Please email a resume, cover letter, and three references to employment@bartcharter.org addressed to James White, specifying for which position you are applying. Applications will be reviewed as they are received and candidates are encouraged to apply as soon as possible.

BART Charter Public School is an equal opportunity employer. BART does not discriminate in admission to, access to, treatment in, or employment in its services, programs or activities, on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity, homelessness, or age.

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For more information about BART and its programs, please visit www.bartcharter.org.