

## **Central Arkansas Christian Schools Inc.**

<b>Job Title:</b>	<b>Elementary Librarian &amp; Media Specialist / Teacher's Aide</b>
<b>Classification:</b>	<b>Full-Time</b>
<b>FLSA:</b>	<b>Exempt</b> (Not eligible for overtime pay)
<b>Campus:</b>	<b>Mustang Mountain Elementary School (For 2026-27 school year)</b>

### **Our Mission**

To partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

### **Summary**

The Elementary Librarian & Media Specialist / Teacher's Aide is responsible for overseeing the Mustang Mountain Elementary library and media center, supporting classroom instruction through literacy and technology integration, and providing instructional assistance to teachers. This role nurtures a love of reading, supports the effective use of print and digital resources, and assists with daily classroom activities and student supervision.

The ideal candidate communicates clearly, collaborates well with teachers and administrators, is organized and detail-oriented, and joyfully invests in students' academic, spiritual, and social growth in a Christ-centered environment.

### **Minimum Requirements**

#### **Education:**

- Bachelor's degree in Education, Library Science, Educational Technology, or a related field preferred

#### **License/Certifications:**

- Valid teaching license or library/media certification preferred
- Familiarity with educational technology platforms and library management systems preferred

### **Benefits**

- Competitive salary commensurate with experience
- School-year schedule aligned with Mustang Mountain Elementary calendar
- Opportunities for professional development
- Supportive, Christ-centered work environment
- Healthcare and retirement benefits

### **Physical Conditions**

- Able to lift and carry up to 25–30 pounds (books, boxes, classroom materials)
- Able to perform physical activities such as bending, shelving books, and organizing materials
- Able to supervise and move with students in classrooms, hallways, playgrounds, and other school areas

- Workdays may include extended periods of standing, walking, or sitting on the floor with students

### **Key Responsibilities**

- Library & Media Center Management
- Oversee daily operations of the Mustang Mountain Elementary library and media center
- Curate and maintain a developmentally appropriate, diverse collection of print and digital resources that support curriculum and foster a love of reading
- Organize, catalog, and shelf materials; manage circulation, overdue items, and inventory
- Teach and reinforce library skills, including book care, locating materials, and responsible use of resources
- Design and lead engaging library lessons and read-alouds that promote literacy, critical thinking, and a Christian worldview
- Create inviting, age-appropriate displays and reading promotions (book fairs, reading challenges, author spotlights, etc.)

### **Media & Technology Integration**

- Support teachers in integrating technology and media resources into classroom instruction
- Assist students with responsible and safe use of digital tools, online resources, and educational platforms
- Collaborate with classroom teachers to identify and provide media resources that support units, projects, and research
- Help maintain and troubleshoot basic issues with student devices and media equipment (e.g., projectors, document cameras, classroom technology)
- Model and encourage digital citizenship consistent with the school's Christian values

### **Teacher's Aide & Classroom Support**

- Provide instructional support in classrooms as assigned, including working with small groups or individual students for remediation, reinforcement, or enrichment
- Assist teachers with the preparation of instructional materials, copying, organizing supplies, and setting up learning activities
- Support classroom management by monitoring student behavior and reinforcing classroom expectations
- Supervise students during transitions, recess, lunch, chapel, and other school activities as assigned
- Accompany and assist classes in the library, computer lab, or other shared spaces
- Communication & Collaboration
- Collaborate with teachers and administrators to align library and media services with curriculum goals and school priorities
- Communicate clearly and positively with students, parents, and staff
- Maintain organized records for library circulation, inventory, and scheduling
- Coordinate with staff to schedule library time, special events, and technology use

**Spiritual & Community Responsibilities**

- Support the school's Statement of Faith, Community Covenant, and Mission
- Demonstrate spiritual leadership and maturity in interactions with students, parents, and colleagues
- Encourage students in their spiritual growth, modeling Christlike character, speech, and conduct
- Participate in chapels, devotionals, and other spiritual life activities as appropriate
- Positively contribute to the culture of Mustang Mountain Elementary and CAC

**Professional Responsibilities**

- Exhibit professional standards of ethics, confidentiality, and conduct
- Maintain professional credentials and/or certification as required
- Participate in faculty meetings, professional development sessions, and school events as requested
- Be punctual, reliable, and flexible in meeting the needs of the school day

**Application Process**

Please apply at [cacmustangs.org/about/employment](http://cacmustangs.org/about/employment).

For additional information, contact Lynn Brown at [lbrown@cacmustangs.org](mailto:lbrown@cacmustangs.org)