

Library Assistant-All Levels

Chickasha Public Schools

Job Title: Library Assistant
Location: School Building
Immediate Supervisor: Library Media Specialist
Supervises: Student aides

Purpose of Position:

To assist the Library Media Specialist in coordinating and ensuring an exemplary library media program and ensuring the continuation of services in the Library Media Specialist's absence and assisting the school in achieving its mission.

Qualifications:

High school diploma or GED

Experience working with children preferably in a library and or school setting

Previous clerical experience preferably in a library and or school setting

Physical requirements:	Skills, knowledge and abilities:
• Good health and high energy level • Some bending and stooping • Ability to reach above shoulder level • Some climbing of short ladders • Ability to tolerate a stressful environment • Ability to lift objects weighing 10 lbs or more • Extensive computer work	• Computer literacy • Filing, sorting, recording, tabulating and copying • Excellent computation skills • Effective communication both orally and written • Excellent interpersonal skills • Telephone etiquette • Ability to relate courteously with children and adults • Knowledge of library procedures • Effectively use all business machines • Work independently • Plan, schedule and organize work • Maintain a positive work environment • Ensure the quality of work as measured against established standards • Maintain confidentiality • Proficient in multi-tasking

Essential Job Functions (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Library Media Specialist.)

- Comply with School Board Policy
- Open, sort and distribute library mail; check in periodicals
- Maintain records of library acquisitions
- Will assist the Library Media Specialist in keeping accurate and up to date records as required, computer back ups and total tape back ups

- Assist in the processing of all books, audio-visual and computer software, magazines and equipment acquired by the Library Media Center
- Operate and maintain all school and office equipment such as but not limited to; TVs, VCRs, movie projector, copy, ditto and laminating machines, typewriters, adding machines etc.
- File catalog cards, shelf-list cards, charging cards and periodicals
- Assist students and teachers with circulation of library materials, checking in and re-shelving
- Send overdue and fine notices to students; collect fines for overdue, damaged and lost materials
- Duplicate needed materials; laminate pictures, posters and book covers
- Clean and mend library materials; help maintain an orderly library
- Maintain equipment through basic repair and cleaning
- Responsible for keeping accurate account of all equipment sent to repairs
- Process audio visual and computer software equipment
- Assist students and staff with utilization of equipment
- Assist with the scheduling and circulation of audio visual and video equipment and software
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Tape and/or copy programs and audio tapes as requested
- Assist in the gathering of materials and books as requested
- Be responsible for making various library displays
- Responsible for accurate inventory records of equipment and consumable materials and/or supplies for re-order
- Will assist the Library Media Special in supervisory duties of the Library Media Center; will work with the children and staff according to the schedule of activities; assist in answering telephone, checking hall passes etc.
- Enter information on all new students and materials on computer; responsible for accurate and up to date student and staff barcode records
- Responsible for doing clerical and secretarial work as required
- Responsible for general housekeeping duties
- Attend quarterly safety meetings as scheduled by the district safety coordinator

Other Job Functions:

- To complete other tasks that may be necessary to achieve an efficient operation of the school.
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

Employee Signature

Date