



Position Title: **Library Assistant II**

Department: Building

Reports To: Principal

SUMMARY: To provide a well-organized, smoothly functioning library environment in which teachers and students can take full advantage of available resources. Coordinates activities to ensure smooth operation of the Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Checks books in and out on the computer using the library management system
2. Keeps media center in neat order throughout the day
3. Supervises/Assists students while in the library. Helps students locate reference materials and other reference and instructional materials for assignments
4. Answers the telephone and takes messages
5. Maintains inventory and performs minor lab equipment repair
6. Bookkeeping functions for fines
7. Prepares magazines and periodicals for shelving and maintains the back number stacks, and shelves incoming books
8. Does labeling, jacketing and stamping of library materials
9. Performs inventory of library materials and the preparation of lists of missing books and books to be discarded
10. Uses computer program to enter library data
11. May be asked to maintain ILL circulation and perform on-line searches for resources
12. May be asked to transport ILL texts to and from TVCC
13. Maintains current inventory of supplies and suggests items for acquisition as needed
14. Readies books and other resource materials for reserve on teachers' requests and maintains the reserve shelf
15. Researches and purchases books
16. Makes simple repairs on damaged books and processes more severely damaged books for repair at the binder or disposal if beyond repair
17. Assists with student instruction
18. Correspond with district staff and stakeholders via email
19. May be asked to translate, if applicable
20. Attend trainings as directed
21. Maintain regular on-time attendance
22. Performs other duties consistent with the position

SUPERVISORY RESPONSIBILITIES: Supervises students visiting the library and any student aides.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school diploma or general education degree (GED); previous experience with students, especially those with learning challenges. Must meet federal No Child Left Behind qualifications. May be required to complete MARC 21 Bibliographic course and certify with Library of Congress as required by Sage Consortium.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos at or above the 10th grade level. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to accommodate and/or work with students with mild to severe learning, physical, or behavioral limitations. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee may regularly lift up to 50 lbs. and or push/pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in

a noisy environment. The employee must be able to handle the stress and frustration associated with non-compliant or limited-ability students or those with behavioral, developmental, or psychological disorders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date