

LIBRARY ASSISTANT**Purpose Statement**

The job of Library Assistant was established for the purpose/s of assisting in maintaining library collection at school site by implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instructing and instructing students on the proper use of the library resources.

This job is distinguished from similar jobs by the following characteristics: cheerfulness, good with children, honest, well-read.

This job reports to school librarian

Functions

- Maintains library in a neat and orderly fashion for the purpose of ensuring an environment conducive to learning.

Essential Functions

- Assists teachers, students, and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Conducts classes in a variety of formats (e.g. story telling, puppet plays, etc.) for the purpose of promoting the use and enjoyment of literature.
- Coordinates media requests of individuals sites for the purpose of ensuring availability of audio visual equipment for instructional use.
- Distributes various books and media for the purpose of providing requested classroom reference materials.
- Instructs students for the purpose of educating them on the proper use of the library resources (e.g. classification system, card catalog, care of materials, etc.).
- Monitors students in library (e.g. before school, during lunch, and during large class times) for the purpose of providing for the safety and welfare of students.
- Performs minor repairs for the purpose of ensuring the availability of books and audio/visual equipment.
- Performs other related duties, as assigned, (e.g. repair of books, audio visual equipment, and checking orders for books) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Processes orders (e.g. books, periodicals, films, DVD, VCR, LCD projectors, smart boards, etc.) for the purpose of maintaining library collection controls.
- Promotes library use related to special holidays, seasonal activities, etc. (e.g. book fairs, Dr. Sues reading weeks, library reading nights, and AR reading promotions) for the purpose of motivating students to use library resources.

Job Requirements: Minimum Qualifications**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

operating standard office equipment
preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- setting priorities
- adapting to changing work priorities
- communicating with diverse groups
- maintaining confidentiality
- working as part of a team
- working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 10% walking, and 70% standing. This job is performed in a generally clean and healthy environment.

Experience No job related experience is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Associates Degree and/or Two Years Credit from an Accredited University

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade