

Washington West Supervisory Union Job Description

JOB TITLE: Library Assistant – High School

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To perform a wide range of clerical and paraprofessional/technical support tasks in a high school library.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Oversee and carry out circulation operations, including: check out books and materials; process returned materials and follow-up on related problems; maintain manual and computerized circulation card files and records; prepare overdue notices and bills for overdue and lost books; maintain related records and files; compile circulation statistics and prepare/assist in preparation of circulation operations reports.
- Supervise, assist and direct individual and groups of students in the library: monitor students' assignments/projects in the library; help students use library time effectively if no specific assignment is given; assist students in locating books and materials; provide a wide range of basic instruction in library organization and procedures, use of card catalog, general research, study and information retrieval skills, use of computer hardware and software, and the like; provide basic reference instruction and assistance to students; enforce established library rules and guidelines for proper conduct in order to maintain a quiet atmosphere, and initiate disciplinary action as necessary.
- Train and assist in supervising the daily activities of student library assistants and adult volunteers.
- Assist librarian in providing technical assistance to teachers, such as compiling materials for units, researching specific topics, and the like.
- Maintain reference index tables, shelve and reorder reference materials.
- Maintain special library collections, such as periodicals and microfiche files, vertical files, and the like.
- Provide clerical and technical support to the cataloging function: edit computerized cataloging records according to detailed procedures, making modifications as necessary for local requirements, referring unusual situations to senior library staff; file catalog cards; perform related filing tasks.
- Process acquisitions: prepare orders; check in books and materials, matching invoices and orders; perform related accounting and bookkeeping tasks; deal with vendors concerning availability, status of orders, and the like; compile acquisitions statistics and prepare related reports.
- Shelve books. Neaten library. Perform general maintenance of equipment.
- Assist in designing and putting up bulletin boards and other displays.
- Perform book processing tasks, such as typing catalog cards, book pockets, and spine labels; covering and stamping books; repairing damaged books, and the like.
- Perform similar clerical and technical support tasks in the library, such as photocopying various materials, assisting in compiling of bibliographies, and the like.
- Assist with a variety of special projects, such as compiling information for reports, converting to new operating systems, and the like.
- Assist in inventories of library collections, and perform similar clerical and technical support tasks associated with library operations.

- Open and close library, turning on and off lights and copiers, locking and unlocking doors.
- Other related duties as assigned.

SUPERVISION RECEIVED: Moderate to minimal supervision is received from the school librarian or library media specialist. Evaluation is by the building principal.

SUPERVISORY RESPONSIBILITIES: No formal supervisory duties of other employees. May train, assist, and occasionally direct groups of students and parent volunteers. May be assigned to supervise students during lunch, recess, and/or other school functions.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Associate’s degree plus two to three years of relevant experience, or a combination of 2 years of higher education and experience from which comparable knowledge and skills are acquired.
- Good general knowledge of library organization and systems, with some directly related circulation, reference and/or cataloging experience. Training or experience using computerized library information systems desirable.
- Ability to deal effectively with student and faculty library patrons, with relevant experience working with high school age children desirable.
- Good reading, writing, math, and analytical/problem-solving skills.
- Good general office/clerical and organizational skills.
- Ability to train and direct the activities of others.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes/odors and dirt/dust. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.