**Library Assistant**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To**: Principal

**Dept/Campus**: Middle School **Paygrade:** PP-3

**Wage/Hour Status:** Nonexempt **Date Revised:** July 2013

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**Primary Purpose:**

Supervise and manage the middle school library facility. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Assist and advise the staff in relation to library materials and services. Ensure that the library/media center is supportive of the instructional programs of the school.

# Qualifications:

Education/Certification:

High School Diploma or GED

Preferred Associate’s Degree, a minimum of 48 college hours, or pass equivalency test

Special Knowledge/Skills:

Data entry skills and a basic knowledge of computer applications

Ability to instruct and manage student behavior

Strong organizational, communication, and interpersonal skills

Experience:

Preferred experience in library/media center in public school setting

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Provide group instruction and individual guidance to students to help them locate resources and use research techniques.
2. Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction.
3. Effectively plan school library program to meet identified needs.
4. Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.
5. Coordinate development and maintenance of community resource file.
6. Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.
7. Use appropriate and effective techniques to encourage community and parent involvement.
8. Carry out discipline in accordance with board policies and administrative regulations.
9. Interact with students to promote positive attitudes toward school library.
10. Compile, budget and cost estimates based on documented program needs.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
12. Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area.
13. Comply with all district and campus routines and regulations.
14. Maintain a positive and effective relationship with supervisors.
15. Communicate effectively with colleagues, students, and parents.

**Supervisory Responsibilities:**

Library Aide

**WORKING CONDITIONS:**

**EQUIPMENT USED:**

Computer, relevant peripherals, printer, calculator, audiovisual equipment and other district technology, copier, and multi-line telephone system.

**WORKING CONDITIONS:**

**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 will be made if necessary:**

**Mental Demands:**

Ability to communicate (verbally and written); ability to instruct others; ability to maintain control under stress; ability to manage multi-tasks; ability to manage staff and be flexible to a variable schedule; and to maintain a clear focus on customer service.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties also require repetitive hand motions; prolonged use of computer; moderate standing, climbing, stretching, stooping, bending, lifting/transport of up to 50lbs.Frequent district-wide and occasional statewide travel

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee Date

Supervisor Date