



## LIBRARY ASSISTANT

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### QUALIFICATIONS

#### A. REQUIRED

- High School diploma or GED **and**;
- An Associate's or higher degree **or**;
- Two years of college in Library Science or two years of college coursework **or**;
- Passing score on skills assessment (ParaPro, ACT Workkeys or Master Teacher's Para Educator Learning Network)
- A minimum of two years of progressive library experience or equivalent work experience

#### B. DESIRED

- Previous experience with audiovisual media.
- Four years of college in Library Science or equivalent.

### SUMMARY

Assists and encourages students and staff to properly use the facility and materials in the library. Library Assistants are paraprofessional librarians at the High School, K-8, middle and elementary school levels.

Reports to: School Principal and Librarian

### ESSENTIAL FUNCTIONS

- Maintains all books and other printed materials; maintains audiovisual software and hardware, and inventory of same, for the school library
- Maintains all catalogue card files
- Checks out and checks in property of the library and ensures that teachers and students are properly notified when materials are overdue. Seeks the aid of the Principal when necessary
- Supervises a variety of library clubs, instructing members in proper procedures for checking materials in and out, shelving, dusting, etc. Supervises volunteer adult help
- Instructs students in library skills and assists students with selection of books at proper grade levels
- Notifies Principal and teachers of new materials available in library
- Aids the teachers by providing a variety of materials requested for use in the classroom
- Provides storytelling and special films, and assists in presenting programs to the student body
- Attends faculty meetings, special meetings held by the librarian, and in-service workshop programs to upgrade skills. A.L.A. workshops may be required
- Receives all new materials for the library, properly shelving, storing and cataloging them
- Makes minor repairs to books and other materials, and requests major repairs as may be required



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- Notifies librarian of book, magazine and audiovisual requests made by teachers or Principal, so that ordering of such materials may be accomplished
- Maintains the library in such a fashion that it will be an interesting learning center for students; updating so that the atmosphere remains fresh
- Performs 100% inventory on all software and hardware audiovisual materials annually and performs a minimum of one-third inventory on all books
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as assigned

## **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to reach, stoop and occasionally carry up to 30 pounds
- Ability to operate digital office and classroom equipment
- Ability to use mature judgment, initiative and creativity
- Ability to work cooperatively with teachers