

**SECTION                      SERVICE PERSONNEL**

**AREA                              ASSISTANTS**

**TITLE                            Library Assistant**

**QUALIFICATIONS:**

1.        Good typing and clerical skills.
2.        Prior library experience desirable.
3.        Such and alternative or additional qualifications which demonstrate the following characteristics: enjoys working with young people, tact, cooperativeness, high moral standards, attention to detail, neatness and accuracy.

**REPORTING RESPONSIBILITY:**

The Library Assistant is directly responsible to the Librarian/Media Specialist(s) and Principal.

**JOB GOAL:**

The Library Assistant, under the supervision of the Librarian/Media Specialist(s), is charge of the circulation desk and performs a variety of typing and clerical functions related to the Library/Media Center.

**TERMS OF EMPLOYMENT:**

Terms of employment consistent with the agreement negotiated with the applicable bargaining unit.

**PERSONAL EVALUATION:**

The Library Assistant shall be evaluated in writing by the Librarian/Media Specialist(s) and/or Principal at least once a year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description. see Policy 4022, Evaluation of Staff.

**PERFORMANCE RESPONSIBILITIES:**

1.        Performs the many varied duties related to a smoothly operating circulation desk including:
  - a.        Checking material in an out.
  - b.        Processing notices and fines for overdue materials.
  - c.        Maintaining and updating files.
  - d.        Repairing materials.
  - e.        Processing new materials.

2. Types a variety of materials such as cards, lists, correspondence, orders, memos, etc.
3. Performs a variety of record keeping duties such as student attendance in library, student suspension from library, circulation records, etc.
4. In the elementary school, assists with the instructional library skills program.
5. Assists students and faculty in locating materials.
6. Prepares special collections.
7. Shelves materials.
8. Assists in taking inventory.
9. May instruct student or volunteer library aides in desk procedures.
10. Assists in maintaining a neat and orderly Library/Media Center.
11. Operates a variety of office machines.
12. Performs other duties and responsibilities incidental to the position or as assigned by the Librarian/Media Specialist(s) and/or Principal.

Position Description approved: 2/27/90