



SECTION 6520
CATEGORY Non-Instructional
SUB-CATEGORY Writing Center Assistant

QUALIFICATIONS:

1. Bachelor's degree preferred.
2. Teaching experience preferred.
3. Experience working with children preferred.
4. Strong clerical skills.
5. Library experience preferred.
6. Strong oral and written communication skills.

REPORTING RESPONSIBILITIES

The Writing Center Assistant reports to the Library/Media Specialist, building administrators, and the Manager of Technology.

JOB GOAL

The Writing Center Assistant will assist students in the Library/Media Center. The Assistant will assist students with a variety of projects including, but not limited to, writing activities, access to materials, finding resources, and using the Library/Media Center to support learning.

TERMS OF EMPLOYMENT

Contract consistent with the agreement negotiated with the applicable bargaining unit.

PERSONAL EVALUATION

The Writing Center Assistant shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any administrator employed by the district at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

- I. Library/Media Center
 1. Monitors student attendance by checking students in and out of the media center.
 2. Performs circulation duties including, but not limited to, checking books in and out, shelving books.
 3. Assists with the processing of new materials.
 4. Notifies students of book fines and collects book fine money.



5. Makes new staff and student IDs as needed.
6. Monitors equipment, submits technology requests for printer or computer issues, and replenishes paper for printers and copiers in the media center.
7. Assists students with book selection, databases, and location of materials.
8. Evaluates the status of books in the collection making repairs, labeling, and following proper procedure for discarding books as needed.
9. Creates book carts for teachers requesting materials.
10. Conducts library orientation for new students and database presentations as needed.
11. Creates book and bulletin board displays.
12. Assists exchange teachers with computer passwords and printing as needed.
13. Assists work-study students as they gain work experience.
14. Receives telephone calls and assists walk-ins.

II. Writing Center Responsibilities

1. Assists students with the following items related to writing and preparation for activities beyond high school:
 - a. MLA sourcing for their research papers.
 - b. The writing process for college essays.
 - c. Supplemental college essays.
 - d. Wait-list letters.
 - e. Preparation for college or career interviews.
 - f. Reading and editing student research papers.

III. Other Duties

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
 - b. Physical Examination – 3160
 - c. Substance Abuse – 3218
 - d. Electronic Communications between Teaching Staff Members and Students – 3283
 - e. Sexual Harassment – 3362

PHYSICAL DEMANDS

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 may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 28 August 2018