



Job Description Library Clerk

Employment Status: Full-Time

FLSA Status: Non-Exempt

Calendar: 180 Days

Experience Required: Responsible work experience required.

Minimum Education Requirements: Associate degree in a related field.

Department: Support Staff.

Direct Supervisor: Building Principal.

Primary Work Location: School setting.

Certification: Valid Missouri Substitute Teaching Certificate.

Job Summary: Assists readers in the use of library catalogs, databases, and indexes to locate books and other resources for learning.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Responsible for checking out, checking in, sorting, and shelving of all library materials.
- Maintain and supervise the library area while creating a welcoming environment.
- Promote literacy through various reading programs.
- Coordinate class checkouts of library materials.
- Maintain and repair books, create new labels, and process new and discarded books.
- Perform readers advisory to help students.
- Collaborate with teachers on lessons as needed.
- Work with Mid-Continent Public Library (MCPL) to encourage access to public information resources.
- Prepare overdue notices and weekly checkout reports for classrooms.
- Notify parents on a regular schedule about overdue or damaged books.
- Collect fines and issue refunds while maintaining petty cash and a cash flow.
- Create bulletin boards, displays, and other library promotions.
- Process ILL (Inter Library Loan) requests.
- Assist students and staff in the use of the technology available in the library.
- Maintain general order and appearance of the library.
- Schedule the use of the library through Outlook calendars.
- Assist with maintaining online programs used in the building.
- Assist with building, district, and state testing.
- Develop and present media literacy lessons to Kindergarten through 5th grade students.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position



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An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Educational best practices of content, instructional strategies, and assessments.
- Administrative and clerical procedures and systems.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills

- Strong written and oral communications and relational skills.
- Technology skills include Destiny, Microsoft Office, Google Docs, and Sharepoint.
- Good organization skills and attention to details with accuracy.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Set priorities and objectives.
- Create a positive impression of the library and proactively help people.
- Manage and motivate students.
- Respond and collaborate with colleagues, students, parents, and the public either by email telephone or in person.
- Be personable and courteous in working relationships with colleagues and students.
- Manage online programs quickly and efficiently finding online resources.
- Must be able to successfully complete a background investigation.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date