

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTION**

**I. TITLE**

Library Assistant

**II. PRIMARY FUNCTION**

To perform necessary clerical tasks and keep the library open for circulation purposes and use of classes

**III. REPORTS TO**

Principal

**IV. QUALIFICATIONS**

- Sixty (60) college credits
- Associates Degree in Library Management
- Ability to communicate with parents, staff and students
- Previous experience in the school library preferred
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

**V. MAJOR DUTIES AND RESPONSIBILITIES**

- Catalogues all print and non-print materials including typing and filing of catalog and shelf cards, as well as preparing books for shelving
- Performs necessary clerical tasks connected with the operation of the library – typing requisitions, preparing monthly reports, preparing book lists and overdue notices
- Assists students in locating reference materials
- To keep library for circulation purpose and for use by classes
- Operates the circulation desk, maintains circulation files and overdue library loans
- Duplicate learning materials as requested
- Repairs library materials as necessary
- Performs such other duties as may be assigned by the Superintendent or designee

**VI. TERMS OF EMPLOYMENT**

Ten (10)-month position – in accordance with the BOE/ETEA contract

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Job Description/Section IX LIBRARY ASSISTANT

APPROVED: November 22, 2010