

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT JOB  
DESCRIPTION

Job Title: Classified - Instructional Assistant – Library

Reports To: Library Director

Approved By: Board of Education

Approval Date: June 9, 2020

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Library Instructional Assistant assists library personnel in planning, directing, and implementing the library program.

1. The primary role of the K-12 Library Assistant is to encourage the reading of quality literature and to support the use of the library and effective research practices.
2. The Library Instructional Assistant shall organize library material, equipment, and facilities for effective and efficient utilization and circulation.
3. The Library Instructional Assistant shall assist in maintaining the current library collection by suggesting new quality print and non-print materials.
4. Assists in effectively utilizing clerical, volunteer, student, and/or other personnel to provide quality library services to users.
5. The Library Instructional Assistant shall assist in organizing, arranging, and staffing fall and spring book fairs.
6. The Library Instructional Assistant shall assist in implementing a research and library skills program relating to the needs of the students.
7. The Library Instructional Assistant shall assist with the withdrawal of outdated and worn-out materials.
8. The Library Instructional Assistant shall assist in the allocation and management of expenditures of assigned budget funds based on curricular and replacement needs.
9. The Library Instructional Assistant shall assist in the organization, supervision, processing, and developing a collection of materials that supports the classroom curriculum.
10. The Library Instructional Assistant shall read grade-level appropriate literature to students as directed.
11. The Library Instructional Assistant shall perform other duties as assigned by the Director or out of the necessity to fulfill the requirements of the position.