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**POSITION DESCRIPTION**

**TITLE: LIBRARY ASSISTANT (HIGH SCHOOL)**

**TYPE:** Classified

**REPORTS TO:** Administrator/Media Specialist

**POSITION SUMMARY:**

Assist licensed staff, at the high school, in providing an organized, efficient, and welcoming library environment in which teachers and students have access to all available resources.

**MINIMUM QUALIFICATIONS:**

1. Two-years (72-quarter hours) of post-secondary education; or an Associate's Degree from an accredited college or university; or a passing score on a recognized paraprofessional assessment test.
2. High School Diploma or equivalent by OAR 581-37-030.
3. 18 years of age or older.
4. Basic library/media methods practices and terminology, and procedures.
5. Computer literate.

**ESSENTIAL FUNCTIONS:**

1. Communicates effectively and appropriately in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Understand and follow oral and written instructions.
4. Provide basic instruction and guidance to students using library resources, including educational computer hardware and software.
5. Self-directed and performs duties for extended periods of time in the absence of an immediate media supervisor.
6. Organize and prioritize a wide range of tasks and select work methods which allow for the timely and accurate completion of tasks.
7. Perform a variety of clerical work and operate standard office equipment.
8. Assists students in locating materials and in researching information; answers questions about library procedures and resources.
9. Assists students and staff with check-in and checkout of library materials.
10. Assists in training students on proper use of office equipment, including copier, risograph, etc.
11. Assists with and conducts instruction for students on library use; explains the check in/out procedures use of the card catalog, and other library procedures.
12. Receives new library materials and supplies and verifies accuracy and completeness of

shipments.

13. Files catalog cards and shelf list cards; shelves books and periodicals; makes minor repairs to print materials; care for and makes minor repairs to audio-visual equipment; and assists with the inventory of library equipment and materials.
14. Monitors behavior of students and handles disciplinary matters in accordance with the districts discipline procedures.
15. Uses technology to maintain current inventory of media supplies and suggests items for acquisition as needed.
16. Assists in maintaining a positive learning environment, proper health conditions, general neatness and attractiveness of the library and its displays.
17. Assists students and staff in the use of technology.
18. Exercises general supervision over the scheduling of the library and materials for classroom use.
19. Assist office personnel in a wide variety of office/clerical and receptionist responsibilities and maintenance of records.
20. Maintains a high level of ethical behavior and confidentiality when dealing with student and staff information.
21. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment.
22. Demonstrates support for District Core Values, District Mission, District Strategic Plan.
23. Collaborates and confers with students, parents, colleagues, and community members in a harmonious and respectful manner.
24. Assists parents and community members as needed.
25. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
26. Complies with professional development activities as required by the District.
27. Holds expectations for high performance of self and students.
28. Demonstrates computer literacy and operates software programs as related to job responsibilities.
29. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
30. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
31. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
32. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

#### OTHER REQUIREMENTS:

1. Criminal Justice Fingerprint Clearance
2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approval mileage.

5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. May be required to translate and/or interpret.
8. Occasionally performs other duties as required by supervisor

PHYSICAL DEMANDS:

Physical Work Requirements:  Yes  No  
If yes, see addendum to Library Assistant (High School) description.

TERMS OF EMPLOYMENT:

Days and hours to be arranged, with salary according to current schedule.

EVALUATION:

Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

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EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

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Employee Name (Print)

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Employee Signature

\_\_\_\_\_  
Date