



Franklin Pierce Schools

Job Description

POSITION TITLE: Elementary Library Assistant

JOB SUMMARY: The Elementary Library Assistant is responsible for assisting the Information Technology Specialist; assisting students and school staff in the library; processing forms, library books, and materials; assisting with building technology needs; maintaining inventory.

ESSENTIAL JOB FUNCTIONS:

Assists ITS with library activities (maintain collection and automated records, research, classes, class projects, etc.) to promote the library as an essential resource for students and staff.

Assists students and staff with research using sources within the library and those outside, including electronic networks, and locating library materials (i.e., chapter books, AR, NF, picture books, etc.).

Organizes the library (e.g. shelving library materials, bulletin boards, supplies, etc.) to provide an atmosphere that is conducive to student learning and achievement.

Responds to inquiries from students, parents, and staff to provide assistance and information.

Prepares library materials for classes to meet student needs.

Prepares and maintains records and documents that are essential for the high functioning library.

Supports the ITS in computer-assisted instruction.

Assists with the technology needs of the building.

Repairs library materials, as necessary.

May laminate materials for library to provide coverings for protection and preservation.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- One year of office experience in a school setting preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computers.
- Use proper grammar, spelling, and English in both oral and written communications.

Knowledge of:

- District and state policies and procedures
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy in dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED SKILLS AND ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow-up on details.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20lbs.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested and required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to the Information Technology Specialist and the Building Principal

April 2000

January 2005

December 2008

December 2017

November 2023