



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** LIBRARY ASSISTANT

**REPORTS TO:** School Principal

**SITE:** All Schools

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** SDO + 10 Days

**SALARY:** Range 37 – Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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### JOB SUMMARY:

Under general supervision, incumbents perform the full range of duties related to the receipt, circulation and storage of books, textbooks and resources, and provide assistance and guidance to library users. Incumbents work independently within the framework of established policies and procedures and may provide coordination of work by student helpers. Under the direction of site administration, this paraprofessional position will be responsible for supervising the library in the absence of the librarian. Perform other related duties as assigned.

### ESSENTIAL FUNCTIONS:

1. Support the daily operations and activities of a school library.
2. Provide information regarding books and resources available.
3. Provide guidance in library procedures and use of library facilities.
4. Independently supervise groups of students and maintains orderly environment during brunch, lunch and other periods.
5. Retrieve and locate materials or direct users to appropriate areas.
6. Order, process, and store or distribute incoming books, textbooks, periodicals, pamphlets, magazines, and other reference materials.
7. Perform circulation functions in the library; check library materials in and out, shelve books, and supervise shelving.
8. Inspect for damage of books and materials and take appropriate measures to effectively deal with damage material.
9. Provide notification and follow-up on overdue books and materials.
10. Check library materials in and out to students, and collect fines for lost or damaged books.
11. Establish and maintain a variety of manual and computerize records related to book inventory, location, and usage, textbook receipt and issuance, student records, and any other library files.
12. Generate and distribute bills, notices and lists.
13. Train, direct and monitor student and volunteer assistance in proper library methods and procedures.
14. Maintain neatness and orderliness of library.
15. Maintain and operate school equipment used in library including computers, copy machines, laminators, overhead equipment, AV equipment, and related clerical tasks in support of assigned functions.
16. Sign student clearance forms for various activities (i.e. homecoming and winter formal dance, prom, field trips, graduation, and senior checkout).

### Employment Standards:

- Incumbent must be able to perform essential duties 1-15 with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

### EDUCATION/TRAINING EXPERIENCE:

- Two-year college degree including coursework in library science and office procedures.
- Two years of experience in performing sub-professional duties in a library.

**KNOWLEDGE OF:**

- Standard library practices, terminology and procedures.
- Knowledge of Destiny library system.
- Knowledge of word-processing programs, including but not limited to all Microsoft Office products.
- General clerical office practices and procedures including operation of common office equipment and computer hardware and software.

**EXPERIENCED WITH:**

- Do in-depth reference work and assist students in the selection of library materials.
- Do responsible clerical work with speed and accuracy.
- Analyze situations accurately and adopt an effective course of action.
- Multi-task in a busy environment.
- Interact effectively with staff, public, and a diverse student population.
- Strong organizational skills and proof-reading skills.
- Record-keeping techniques and practices.
- Make arithmetic calculations quickly and accurately.
- Effective Internet searching.
- Information research and survey techniques.
- Communicate effectively both orally and in writing.
- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.
- Ability to stand, reach, bend, lift, kneel, climb ladders, and grasp in order to shelve and retrieve books and materials.
- Ability to lift up to 25 pounds, carry books and to push book carts.

**LICENSE/OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District's pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.