

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Library Instructional Assistant**

## **Job Overview**

- Instructional Assistant Salary Schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Building Principal

## **Qualifications**

- Substitute Certification by the State of Missouri
- Technology skills essential
- Understanding of the role of the instructional assistant and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Possess an ethical and professional attitude toward colleagues and the policies of the district

## **Other Working Conditions**

- Vacations, leave policies, and fringe benefits as stated in Board policies

## **Responsibilities and Duties**

- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom
- Handle requests, misunderstandings, or difficulties through proper administrative channels
- Attend regular and special meetings as required by the administration
- Assist students with computer skills, word processing, card catalog, internet research, and library circulation software as requested
- Provide students with the library materials and services most appropriate and most meaningful in their growth and development as individuals
- Stimulate and guide students in all phases of their reading
- Provide opportunity for students to develop helpful interests, to make satisfactory personal adjustments, and to acquire desirable social attitudes through library experience
- Assist students in becoming skillful and discriminating users of libraries and of printed and audio-visual
- Introduce students to community libraries as early as possible and cooperate with these libraries in their efforts to encourage continuing education and cultural growth
- Work with teachers in the selection and use of all types of library materials that contribute to the instructional program
- Evaluate and select, in cooperation with faculty, books, periodicals, audio-visual materials, etc.
- Coordinate the district library program with the library media specialist staff of the district
- Maintain communication and a working relationship with members of the staff and District Office staff

- Work cooperatively with the directors, district coordinators, and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Building Principal

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.