



# South Lane School District

## Job Description

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**Job Title:** Library Assistant II  
**Assignment:** School Library  
**Reports To:** Building Administrator(s)  
**Evaluated By:** Building Administrator(s)

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### JOB SUMMARY

This position assists in managing a library collection and performs a variety of media center clerical and paraprofessional duties including working with groups of students in developing research and media skills.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
  2. Demonstrates ability to assist in the daily operation and maintenance of a school based library.
  3. Ability to use the Dewey Decimal System, facilitate student and staff use of the library and equipment.
  4. Manages all library records, inventory and circulation.
  5. Repairs, covers and binds damaged books and inventory.
  6. Assists students with reference work, selection of books, online reference searches.
  7. Supervises students during library visits.
  8. Prepares materials as requested by teaching staff for instruction.
  9. Supervises and trains assistants and volunteers.
  10. Works with students in groups or individually assisting in the development of media skills.
  11. Maintains current records, tracks over-due and lost books, creates accounts for patrons and manages student library cards.
  12. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.
  13. Attends work regularly and is punctual.
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### MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

1. Assist in maintenance of monthly bulletin boards.
  2. Supervise students before school, at lunch time, recess or during passing periods.
  3. Cleans media equipment.
  4. Assists with school wide fund raising
  5. Attends in-service trainings.
  6. Attends staff meetings.
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### SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of student aides. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Education and/or Experience:** Associate's degree(A.A.) or equivalent (72 quarter hours) from a college or technical school, and pass the district's assessment demonstrating knowledge of, the ability to assist in reading, writing, and math.
2. **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to interact and communicate with students and staff appropriately. Create a safe and welcoming atmosphere for students and staff. Maintains confidentiality of privileged information.
3. **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
4. **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.
5. **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
6. **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software, inventory and word processing software. Ability to use Follet library software, ESIS software, Online Public Access (OPAC) and MS Office Suite (Word, Excel, PowerPoint, Outlook) strongly preferred.
7. **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
8. **Certificates, Licenses, Registrations:** Certificates as determined by the District including meeting current No Child Left Behind certification requirements and a valid Oregon Drivers License. Criminal Justice Fingerprint Clearance. Ability to obtain a valid CPR/First Aid card.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

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**OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: CLASS Committee

Prepared Date: March 2014

Reviewed/Adopted By: SLSD School Board

Review Date: June 2014

I have read and understand this job description.

**Signature:**

**Date:**

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