

# BUCKEYE UNION SCHOOL DISTRICT

## Position (Job) Description

<b>TITLE:</b>	Library Associate	<b>REPORTS TO:</b>	Site Administrator
<b>DIVISION:</b>	Curriculum & Instruction	<b>CLASSIFICATION:</b>	Classified
<b>DEPT:</b>	Site-based	<b>WORK YEAR:</b>	11 Months
<b>BOARD APPROVAL:</b>	7/19/07	<b>SALARY SCHEDULE:</b>	Classified - Range 12

### **BASIC FUNCTION:**

The Library Associate works independently and is responsible for the day-to-day operations of the school Library Media Center. S/he performs a variety of specialized technical and clerical tasks relative to maintaining a well organized and functional library media center and facilitating access and use of resources by students and staff.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** *(other duties as assigned):*

- Receives, inventories and distributes all library books, textbooks, periodicals, magazines, audio-visual materials and equipment.
  - a. Provides for daily material circulation using computerized library software; shelves all library books, periodicals, and other materials.
  - b. Process and issues textbooks, to teachers, or to individual students; maintains textbook inventory in computer catalog database.
  - c. Collects payments for lost/damaged materials.
- Maintains computerized catalog and circulation reports.
- Keeps teachers and students informed of new books and materials.
- Assists teachers by providing books, and other materials including but not limited to videos, periodicals, CD-ROMs and Internet sites for units of study. Includes operating centralized video system.
- Supervises and assists students doing research projects and reports. Instruction in the use of appropriate technology, such as on-line news services, periodical databases, etc.
- Supervises and assists student use of the Internet. Maintains lists of useful Internet sites.
- Assists students in selecting materials for assignments and recreational reading. Reads aloud to students, presents book talks, compiles bibliographies, facilitates reading incentive programs as appropriate.
- Coordinates with classroom teachers and the district librarian to instruct students in library information skills and usage.
- Coordinates library usage to maximize availability for classes and individual students. Supervises individual students who are in the library without teachers.
- Trains and supervises parent library aides and volunteers.
- Repairs damaged books and materials.
- Participates in in-service training programs as assigned and attends relevant conferences and seminars.
- Maintains an inviting atmosphere conducive to learning with relevant bulletin boards and displays.
- Inventories library collection bi-annually.
- Supervises photocopy service for library as needed.
- Coordinates school-wide events, such as speakers, and sign-ups for activities, such as CJSF field trips, SCAT testing and spelling bees.

*QUALIFICATION REQUIREMENTS: 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*

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

The Dewey Decimal System, library terminology, and standard library practices and procedures  
General office methods and procedures  
Proper English grammar and spelling  
Computer systems and library software  
Record-keeping techniques

**Ability to:**

Manage and maintain a library collection, make independent decisions and work with minimal supervision

Maintain current and accurate records and usage statistics

Communicate verbally and in writing to students, staff members and community members

Relate positively and cooperatively with students, staff members and community members

Maintain confidentiality of student-related information

Understand and carry out oral and written instructions

Maintain files and records

Assist teachers and students with projects and use of library

Maintain discipline and order among students using the library

**WORKING CONDITIONS:**

**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 moderate.

**Physical Abilities:** *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 will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head, bend and twist at the neck and trunk more than the average person. Employee will lift boxes of books. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**ENTRANCE QUALIFICATIONS:**

1. High school graduate or equivalent
2. Library training desirable
3. Associate's degree desirable

**CERTIFICATES, LICENSES, REGISTRATION:**

TB test clearance

California Department of Justice fingerprint clearance

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position may perform additional duties.*