

CARDIFF SCHOOL DISTRICT

SCHOOL LIBRARY ASSISTANT

DEFINITION:

Under the direction of the Principal, performs a variety of library-clerical duties related to the selection, acquisition, cataloging, circulation, maintenance, distribution and record keeping of books and related materials; plans and conducts library skills and research activities; assists students and teachers in using library resources.

TYPICAL DUTIES:

- Oversees the circulation of library materials; checks library books and materials in and out to students and staff;
- Plans and conducts library skills and research activities with individuals and groups of students; selects books and reads aloud to classes to promote interest in reading;
- Assists students and staff in locating and using library materials and equipment, including online catalog and other electronic research tools;
- Selects and orders books and other materials for the library; receives recommendations for new book selections from teachers and staff; researches publishers and receives price quotes; purchases materials according to established guidelines;
- Processes new library materials; issues bar codes and maintains related records;
- Enters and updates information in the computerized library system;
- Operates a computer to maintain records of materials; collects fines and payments for lost items; maintains other appropriate files and records;
- Monitors and maintains acceptable student behavior within the library; enforces discipline procedures according to established guidelines;
- Designs and prepares appropriate displays, decorations, and bulletin boards; maintains clean and orderly library environment;
- Repairs or makes recommendation for replacement of damaged books and materials; makes minor repairs to equipment or contacts district staff or vendors as appropriate;
- Organizes and sets up special library events such as the annual Book Fair with Scholastic; prepares and distributes notices to parents related to special events;
- Provides work direction and guidance to volunteers as needed;
- Participates in staff meetings and in-service trainings as required;
- Attend relevant training and/or workshops to stay up to date with current policies;
- Performs other related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Inspire students to be enthusiastic readers, skillful researchers and ethical users of information
- To collaborate with classroom teachers and specialists

- Library practices, procedures and terminology
- Dewey Decimal system and card/computer cataloging system
- Operation of computer and associated software, including circulation/catalog software; data entry and retrieval techniques
- Reading interests and abilities of K-6 students; library reference materials
- Modern office practices and procedures; record keeping techniques; filing, indexing and inventory procedures
- Classroom management techniques; appropriate disciplinary engagement actions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy
- Board and school policies with regard to standards of student conduct on a public school campus

Ability to:

- Learn, explain and apply rules and policies applicable to the library
- Assist students and staff in selecting, locating and using library materials and equipment, including electronic information retrieval system
- Check books and materials in and out; shelve library materials
- Operate standard office equipment, including a computer and associated software
- Perform clerical duties such as filing, duplication and basic keyboarding
- Maintain records and prepare reports
- Perform arithmetic computations
- Maintain library in a neat and orderly condition
- Monitor and maintain acceptable student behavior and discipline according to approved policies and procedures
- Work independently with little direction
- Follow oral and/or written instructions
- Communicate effectively both orally and in writing
- Work well with students, school staff, parents and others
- Utilize tact, persuasiveness, flexibility, and when necessary, firmness

EDUCATION/EXPERIENCE:

Any combination of education, training, and/or experience that demonstrates the ability to perform the required duties. A typical qualifying background would include: completion of high school or GED supplemented with related college-level course work and a minimum of one year of clerical and instructional experience working with children, including experience working in a library environment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to see in order to perform assigned duties; hear and speak in order to exchange information; walk, stand or sit for extended periods of time; possess dexterity of hand and fingers to operate assigned equipment; push and pull carts; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally to perform assigned duties. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Indoor, school library environment.