

# HAMILTON UNIFIED SCHOOL DISTRICT

## Job Description

### JOB TITLE: Student Services and Library Coordinator

SALARY RANGE:	Range 10	DIVISION:	Classified
DEPARTMENT:	District Administration	LOCATION:	Various locations
REPORTS TO:	Site Principal	WORK YEAR:	School Days Only + 1 day in-service
APPROVED BY:	Governing Board	DATE:	December 14, 2022

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**SUMMARY:** Under the direction of the Site Principal, the Student Services and Library Coordinator will Coordinate the functions of the Counseling office and support the technical function of a high school library/media center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

- Assists with scheduling appointments and Student Class Scheduling
- Assists with High School Scholarship Coordination
- Establish positive rapport with students; help build confidence, self-esteem and responsible behavior in students
- Essential functions of the AERIES student information system
- Help maintain the physical appearance of the library and counseling office
- Assists with Senior Projects Coordination
- Clerical assistant to the District Dean of Students
- Counseling/library facility use coordinator
- Order supplies, books and materials essential to the proper function of the High School Library/Counseling Center.
- Coordinates the proper function of the Library Media and site copy machines
- Assists teachers with instructional needs and supervises students in the absence of the teacher
- Research assistant to staff and students
- Coordinates all mobile media and equipment for the High School
- Assists staff and students with career technical education and research projects
- Proof reads student work
- Acts as high stakes test proctor
- Assists with high school event coordination
- Repair items in need of mending in a timely fashion. Refer items beyond repair for discard/replacement
- Perform a variety of clerical duties, including compiling and maintaining library media center records and files; prepare library schedule, in collaboration with teachers and site administration
- Enter new student data into the patron database
- Attend and participate in professional development activities as assigned; attend appropriate job-related workshops, conferences and classes
- Refer collections of monies for lost or damaged materials, issue receipts, and route bill to the site office in an accurate and timely manner

**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 of:

1. Proper use of a personal computer and related software.
2. Appropriate office procedures.
3. AERIES Student Information Software.
4. Ability to properly use English, grammar, syntax, spelling, and punctuation.
5. Basic First Aid.
6. Basic library terminology.
7. Understand and follow oral and written instructions.
8. Use tact, discretion, and courtesy at all times.
9. Establish and maintain effective working relationships with District staff, faculty, students, and others encountered in the course of work.
10. Establish and maintain accurate records and files.
11. Make arithmetic calculations with accuracy.

**EDUCATION AND/OR EXPERIENCE:** AA Degree required. Two years related experience and/or training or equivalent combination of education and experience is required.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, parents, and other employees. Ability to speak, read, and write fluently in Spanish preferred.

**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.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in the workplace with some direction. Maintain cooperative working conditions with students, teachers, administrators, and co-workers.

**CERTIFICATES AND LICENSES:** Valid California Driver's License (required by the first day of service).

**PHYSICAL DEMANDS:** The physical demands 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 stand, walk, reach with hands and arms, and stoop or kneel. The employee must occasionally lift and/or move fifty (50) pounds or more. Specific vision abilities required by this job include close vision and the ability to adjust focus. The use of sharp implements and dangerous equipment that when improperly used may cause injury or death are utilized while performing these job functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is continuously interacting with public, staff, and students. The employee frequently will be required to meet multiple demands from several people. 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 and it may occasionally be heavy. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and minor risk of electrical shock.