



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Library Assistant

**OFFICE/CAMPUS:** Library/Sagert Campus

**REPORTS TO:** Principal/Librarian

**STATUS:** 10 month (non-exempt)

**HOURLY PAY RANGE:** \$16 - \$19

**PRIMARY PURPOSE:** To support the School Librarian in performing a variety of library duties.

### **ESSENTIAL DUTIES/FUNCTIONS:**

- Maintain digital records of books borrowed
- Process resources for circulation and maintain and update records in online library catalog
- Assist patrons with circulation of resources
- Shelve and maintain order/cleanliness of resources
- Assist with maintaining a clean and organized library facility
- Attend to circulation desk
- Assist teachers and students with reference needs (e.g., locating resources, using online catalog and databases, circulation, research projects, etc.) and provide reader advisory (book recommendations)
- Monitor behavior of students
- Assist students with daily needs (photocopying, printing, change, some tech assistance)
- Repair worn books and media
- Order library supplies
- Assist in monitoring Guided Study classes (including maintaining attendance, study logs and behavior)
- Proctor student test taking before, during and after school hours
- Maintain middle school reading room weekly (reshelf books, maintain order, etc.)

### **OTHER DUTIES/FUNCTIONS:**

- Prepare receipts, correspondence, memos
- Key operator for library and teachers' workroom copy machines
- Replenish supplies and troubleshoot problems for library and teacher's workroom copier, laminator, scantron machine and shredder
- Inventory library collection as needed
- Assist faculty with laminating needs
- Maintain and order teacher supplies in faculty workroom
- Provide faculty and administrative support
- Perform other duties as assigned

**CORE VALUES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.

- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

**WORKING CONDITIONS:**

- Equipment Use: Computer, copier, laminator and scantron
- Work Hours: 7:30am – 4:00pm, Monday - Friday (8 hours/day).
- Mental Demands: Basic mathematical ability, attention to detail, concentration.
- Physical Demands: Occasional lifting and carrying loads up to 25 lbs. Sitting for extended periods of time. Handle books. Corrected vision.

**QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Ability to alphabetize. Basic knowledge of computer operations. Command of English language.
- Education/Training: High School diploma or equivalent. Training in library procedures preferred.
- Experience: Some experience in library work.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.