

JUNCTION SCHOOL DISTRICT

K-8 DISTRICT LIBRARY CLERK

Brief Description of Position

Under minimal supervision, operates the school library in an efficient manner for K-8 students and maintains a pleasant environment.

Duties and Responsibilities

1. Responsible for purchasing books, previewing books for possible purchase, and for purchasing all other supplies necessary to keep the library functioning.
2. Handles the processing of new and donated books. Is responsible for checking the appropriateness of these books.
3. Makes judgments as to whether books will be repaired or discarded.
4. Reshelves returned books.
5. Repairs worn books.
6. Keeps the library orderly and attractive.
7. Maintains bulletin boards and displays that will interest students.
8. Introduces literature through storytelling, reading aloud, and students dramatizations.
9. Sends books and lists of books available to classroom teachers for units being taught.
10. Coordinates library resources for both campuses.
11. Organizes and trains student and adult volunteers in the library.
12. Handles the day-to-day check-out of books.
13. Is open before and after school, as well as recess, to allow greater student access.
14. Writes overdue book notices to homeroom teachers, and collects fines for such books.
15. Works with individuals and groups of students, Kindergarten through 8th grade.
16. Performs other duties that reasonably relate to this position.

Qualifications

1. High school diploma or equivalency.
2. Demonstrated aptitude for the work to be performed.
3. Such alternatives of the above qualifications as the Board may find appropriate and acceptable.
4. Must pass Instructional Aide Proficiency Test.
5. Previous experience working with children desired.
6. Previous experience working in a school library desired.

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 sit, stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl;

and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds, and push/pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.