

CLASS SPECIFICATION

LIBRARY CLERK

DEFINITION

Under the direction of the site administrator, provides support to the instructional program with specific responsibilities of maintaining the library collections at school sites; identifies age-appropriate resources for students and teachers utilizing library resources; selects appropriate items in support of classroom instruction; performs clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, instructional materials, and/or textbooks; and performs other related work as assigned.

REPRESENTATIVE DUTIES

- Follow Board Policies, Administrative Regulations, and Standard Operating Procedures and explain to educational partners as needed
- Exercise appropriate judgment and discretion, requesting assistance when needed
- Act as district liaison with all educational partners, communicating pertinent information using a variety of communication modes
- Maintain a high degree of confidentiality regarding all aspects of the Cypress School District
- Maintain a friendly and helpful atmosphere to maximize the timely and productive use of a neat and orderly library/media facility
- Provide library services related to the acquisition, circulation, distribution, and recovery of library books, instructional materials, and other resources
- Process and maintain the library's computerized database for tracking new, current, and discarded books, and other library materials
- Routinely perform an inventory of library books and materials against shelf list and database; inspect materials for damage; maintain appropriate records
- Perform minor repairs to damaged books and library materials, including the repair and/or replacement of book spines, torn pages, and spine labels
- Organize, distribute, and monitor teacher and student curriculum materials in coordination with district administrators and other library clerks
- Check books and materials in and out at the circulation desk; process returned materials and place them in the proper location utilizing the Dewey Decimal System
- Support the district reading development program by labeling books with level and quiz information; along with teachers, monitor student progress and facilitate the selection of appropriate books
- Present story time and book talks, coordinating with teachers as needed
- Provide library skill instruction for various grade levels
- Assist students and teachers in researching and locating materials for classroom use
- Conduct activities requested by the site administrator that promote student development of reading skills and interest in reading
- Exercise appropriate judgment and discretion; monitor and support the district's positive behavior and social-emotional programs
- Keep appropriate files and records of discarded and overdue materials; send notices to students and teachers; collect funds and write receipts for damaged, lost, or donated books

- Assist in ordering new library books and materials according to standard operating procedures
- Prepare and submit annual library surveys as required
- Attend training as assigned

QUALIFICATIONS

To perform this job successfully, an individual must possess:

Knowledge of:

- Library practices, procedures, and terminology
- Dewey Decimal System
- Computerized database systems (card cataloging system)
- Children's literature and general elementary school curriculum and standards
- Library reference materials and resources
- Record keeping techniques
- Inventory methods and practices
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Plan and organize independently with little direction
- Work collaboratively with the school community
- Coordinate volunteer efforts in the library
- Make accurate mathematical calculations
- Maintain records and prepare reports
- Follow oral and written instructions
- Work with students in small groups and whole class settings
- Differentiate based on student needs
- Safely operate a variety of office, technology, and library equipment

Education and Experience:

- High school diploma or equivalent
- College-level coursework in library or clerical skills or one year of experience working in a library or instructional environment

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public, students, and employees. Negative interactions resulting from these contacts can result in stressful situations. There may frequently be high work volume and work without direct supervision. While the noise level in a library is usually quiet, a school library may be somewhat louder. There is possible exposure to blood-borne pathogens, body

fluids, and communicable diseases; occasional work with sharp objects (i.e. scissors) may be required.

The physical demands of this position include the ability to sit for extended periods. This position requires walking and standing as well as bending and reaching at, below, and above shoulder level. This position requires lifting, pushing, or pulling up to 30 pounds and may involve heavier objects up to 50 pounds with assistance. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary, as is hearing and speaking ability sufficient to provide information via phone, intercom, and personal contact. Specific vision abilities including close vision, depth perception, and focus are required

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