CLASSIFIED			
Work Location	Roseland School District as Assigned	**Responsible To**	School Site Principals or Designee
Work Year	10 months	**Hours**	Up to full-time (8 hours per day)
Salary	Appropriate step and range on the CSEA Salary Schedule	**Benefits**	On a pro-rata basis for FTE of 50% or more; FTE of 75% or more eligible for full-time benefits

SUMMARY:
Under the general direction of the school principal, the library assistant will organize and coordinate the library services for use by students and staff.

DUTIES AND RESPONSIBILITIES:
Duties and responsibilities may include, but are not limited to, the following:

- Maintains an orderly and attractive learning environment, including bulletin boards and displays.
- Sets up and organizes circulation desk daily. Reviews circulation records to process and send past due notices, etc.
- Performs clerical and secretarial duties of library, i.e., sorting, typing, filing, mailing, etc.
- Maintains inventory, including annual end of year inventory, of all materials and equipment.
- Keeps accurate records and current library book catalogue.
- Assists with ordering books, materials, and equipment for library under direction of the principal or designee.
- Maintains selection aids for finding new materials.
- Sorts and places materials on shelves or in containers and keep them in reasonable order.
- Inspects and makes necessary repairs to print and non-print materials.
- Acknowledges donated books and magazines.
- Processes new material and makes items received ready for use.
- Checks shelf list and other aids to prepare bibliographic data for ordering new materials.
- Supervises students while in library.
- Supervises student leisure-time activities in library.
- Assists teachers and students in using equipment, materials and library-related software.
- Assists teachers and students in locating and selecting materials and equipment.
- Follows the directions from the principal or designee that pertain to other secretarial, clerical, technical and instructional support routines related to library services and student literacy.
- Trains and supervises volunteers (students & adults).
- Attends necessary trainings and meetings related to library services and student literacy.
- Orients students to library.
- Coordinates school book fairs.

- Answers ready reference questions.
- Maintains equipment and assists with usage.
- Works successfully with groups of students on developing library and/or literacy skills.
- Under direction of principal or designee, assists with school programs that promote student literacy and reading motivation.
- Assists students with school assignments, study skills, and homework.
- Other related duties as assigned by principal.

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

- Filing system;
- Children in school environment.

ABILITY TO:

- Learn librarian procedures and perform them accurately;
- Work independently;
- Understand and carry out oral and written instruction;
- Keep simple records;
- Make routine arithmetical calculations;
- Arrange displays;
- Work effectively with students and staff;
- Type.

EDUCATION AND EXPERIENCE:

- High School graduation/equivalent or beyond;
- A passing score on the academic proficiency test for instructional assistants;
- Experience working with children desired;
- Successful work experience outside the home desired;
- Knowledge and ability to use computers;
- Ability to work successfully with individual students and groups of students;
- Proficiency in Spanish, both oral and written desired.

PHYSICAL DEMANDS:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift and carry up to (20) pounds of books.
- Must be able to push a loaded book cart up and down ramps.
- Dexterity of hands and fingers to operate standard office equipment and computer.
- Sitting or standing for extended periods of time.

- Bending at the waist, kneeling or crouching to place books on shelves.
- Seeing to read a variety of materials and monitor student activities.
- Hearing and speaking to exchange information.

WORK ENVIRONMENT:

- Constant interruptions
- Generally hazard free environment in a clean atmosphere
- Moderate noise level

Board Approved: 9/13/1989
Revised: 9/21/1994
Revised: 8/19/2009
Revised: 6/19/2019