



**QUALIFICATIONS:**

- High school diploma or equivalent;
- Associates Degree, 72 quarter (48 semester) hours of post-secondary coursework or High School Diploma or equivalent;
- Course work in Library Science, is preferred;
- Evidence of good leadership and citizenship qualities;
- An interest in students;
- Ability to operate standard office machines, including, computer, calculator, copy machine, and fax;
- Ability to maintain, correct, and organize files;
- Ability to schedule job assignments in a timely manner, with little assistance from supervisor;
- Ability to process correspondence and communications routine in nature;
- Ability to comply with established policies or procedures necessary to complete job functions, with limited supervision;
- Exercise diplomacy and tact when dealing with students and staff, and maintain a high level of professionalism;
- Have a First Aid card, as requested by supervisor;
- Prior job-related experience recommended, but not required; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

**REPORTS TO:**

- Building Principal.

**JOB GOAL:**

- To perform a variety of library duties, often working without direct supervision at an elementary, middle, or high school media center;
- To coordinate the smooth and efficient operation of all library media programs within the assigned school;
- To provide all students with an enriched library environment, containing a wide variety and range of materials that will invite intellectual growth; and
- To help all students and faculty develop the skills needed to take full advantage of library media resources.

**PERFORMANCE RESPONSIBILITIES:**

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

**Responsibilities include, but are not limited to, the following:**

- Work under the supervision of certified personnel in the operation of the media center, and assist teachers in the performance of instructional duties related to the media center;
- Operate computers, copy machines, audio-visual equipment, and other office machines as required. Train others as necessary;
- Supervise students in the media center, and other areas as directed. Assist students in the use of the card catalog and with the selection of books, magazines, and other materials;
- Support school discipline policies;
- Prepare, store, and process materials and equipment. Type book cards, pockets, self-lists, and catalog cards and/or as required for a computerized catalog system;
- Check-in/-out student library materials and monitor for overdue materials;
- Perform general clerical duties as necessary within the library: type, file, answer the telephone and route calls, and duplicate and collate materials;
- Establish and maintain cooperative relations with staff, students, parents, and the general public;

- Maintain confidentiality in all areas;
- Prepare media center displays, bulletin boards, and interest centers as required;
- Initiate public contact via correspondence and telephone, as required;
- Process teacher requests for instructional materials, books, tapes, audiovisual materials, and equipment;
- Apply District, State, and Federal laws, rules, and regulations;
- Repair books, magazines, and audiovisual materials, as necessary. Maintain equipment in good working order, or see to its repair;
- Assist in creating and maintaining a learning environment that promotes optimum learning and student safety;
- Provide reading incentives such as book talks, bulletin boards, displays, bibliographies, bookmarks, and audio-visual presentations;
- Prepare an annual report for Administration that covers the growth and loss of volumes, circulation figures, and lists of fines for lost materials, prior to final checkout;
- Serve as a member of the District Library Committee;
- Assist in building a strong District-wide K-12 media system;
- Work effectively as a team member in finding solutions to problems;
- Conduct annual media center inventory, maintain appropriate record keeping, and complete required reports;
- Schedule use of media center facilities, as required;
- Train and supervise student assistants;
- At the elementary level, read to students;
- Assist in preparing the annual media center budget proposal;
- Participate in inservice training programs, as assigned; and
- Perform other duties, as assigned.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs and lift occasionally.

**TERMS OF EMPLOYMENT:**

- According to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually, in accordance with Board policy and established procedures.

I have received a copy of this job description.

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Signature

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Date