TITLE   **Assistant - Library**

QUALIFICATIONS   1. Not less than a high school diploma or general equivalency diploma (copy of diploma or transcript must be submitted upon employment), **and demonstrable proficiency in reading and writing skills.**

> **Preferred - Associate Degree, or a minimum of 48 semester hours of college credit.**

2. Keyboarding and general office work experience – with some work preferred in a school library; and

3. Meets health and physical requirements.

JOB GOAL   **To provide assistance to teachers, and students in the school library**

DUTIES

1. Stationed at the circulation desk to perform all procedures using the automated circulation system, such as but not limited to checking in and checking out materials, registering and updating patron information, collecting fines, and making copies;

2. Responsible for answering circulation desk phones and directing calls;

3. Processes, withdraws, repairs, or reconditions library materials under the direction of the Library Media Specialist (LMS).

4. Shelves library materials, reads shelves and looks for misplaced items on shelves;

5. Assists with library programs and displays, including but not limited to changing bulletin boards to reflect school year emphasis;

6. Assists patrons with questions concerning materials, fines, etc., including but not limited to locating materials for any patron and directing patrons to helpful materials;

7. Assists patrons with mechanical operations of library equipment including but not limited to printers, copies, and chrome books;

8. Answers directional questions and refers patrons to appropriate personnel and/or sections of library materials;

9. Perform other related work as required and/or directed by the LMS including but not limited to special events, book fairs, hosting receptions, hosting meetings, etc.;

10. Performs clerical duties like typing, filing, and electronic communications as needed; and

11. Performs and completes any other assigned tasks that benefit the efficient day-to-day operation of the library and the school.

PHYSICAL DEMANDS

This job may require lifting and carrying of objects not to exceed fifty (50) pounds. Other physical demands that may be required are as follows:

1. Sitting, standing, walking, climbing, and stooping
2. Bending/twisting and reaching

3. Talking and hearing, use of the telephone
4. Far vision of 20 feet or further; near vision of 20 inches or less
5. Handling, processing, picking up and shelving of books and materials
6. Fingering – typing, writing, filing, sorting, shelving and processing
7. Pushing and pulling – objects weighing 60 – 80 pounds on wheels
8. Mobility – deliver chrome books and/or carts to reserved locations

KNOWLEDGE AND ABILITIES
1. Working knowledge of library methods and procedures
2. Ability to operate library machines properly
3. Ability to keyboard and file efficiently
4. Working knowledge of English grammar and spelling
5. Willingness to maintain skills in above mentioned areas through active participation in appropriate library skills learning experiences
6. Willingness to take directions from LMS as well as identified areas of need.

MENTAL REQUIREMENTS

1. Communication skills: effectively communicate ideas and information both in written and oral form.

2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.

3. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.

4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division)

5. Time management: ability to set priorities in order to meet assignment deadlines and complete work in a timely manner.

VOCATIONAL PREPARATION
The required vocational preparation may come from any of the following:
1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.

2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.

3. Adaptability to dealing with students.

4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. _Intelligence:_ The ability to understand instructions and underlying principles. Ability to reason and make judgments.

2. _Verbal_: Ability to understand meanings of words and the ideas associated with them.

3. _Form Perception:_ To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.

4. _Manual Dexterity_: Ability to move hands easily and manipulate small objects with the fingers.

5. _Color Discrimination_: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal library environment – usually seven (7) hour days on the 180 school days.   The specific hours are to be agreed upon by the LMS and the school principal. Works under the direct supervision of the Library Media Specialist and the school principal.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.