

Job Description, Library Assistant

412.01R12

The library assistant shall be assigned, supervised, and evaluated by the media specialist/librarian and the duties shall include, but not be limited to, the following:

- I. Performing routine descriptive cataloging, such as fiction and children's literature.
- II. Updating library computerized systems, and overseeing use of library computers.
- III. Assisting media specialist in elementary library classes and other classes as needed.
- IV. Assisting students and staff with library inquiries and needs.
- V. Assisting in ordering books, magazines and newspapers as directed.
- VI. Typing, drawing, writing, and duplicating materials, preparing bulletin boards as requested by the media specialist/librarian.
- VII. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- VIII. Assisting with inventory and ordering of supplies.
- IX. Performing supervisory duties, such as halls and classrooms.
- X. Performing other tasks and duties as assigned.
- XI. Minimum physical activities:
Having the ability to perform the physical activities and work in the environmental conditions as follows:
 - A. Requires prolonged sitting or standing, and the use of equipment including computer eye fatigue.
 - B. Must occasionally work in noisy and crowded environments with numerous interruptions.
 - C. Requires stooping, bending, kneeling, turning, balancing, and reaching.
- XII. Minimum educational preparation requirements:
 - A. High school diploma or its equivalent.
 - B. Associate's degree, or two years of college, or complete NCLB Highly Qualified Paraeducator assessment.
 - C. Must possess effective oral and written communication skills.
 - D. Must be skilled in human relations, leadership, and conflict management.

Adopted: June 1, 1997

Revised: August 10, 2015