Primary Purpose:

Assistant to the District Librarian - Provides assistance to students and faculty/staff in the use of the library media center and performs routine clerical duties related to the library media center.

Qualifications:

Education/Certification:
High School Graduate

Special Knowledge/Skills:
- Technology proficiency (computers, AV, office equipment, etc.).
- Ability to communicate and work with adults and students effectively and professionally.
- Basic typing/keyboarding skills.
- Excellent organizational skills and flexibility.
- Library organization and filing procedure knowledge (ability to alphabetize to three letters and order numerically to the ten-thousandths place).

Major Responsibilities and Duties:

Circulation Related Duties

1. Assist students and teachers in location of print and non-print resources
2. Check books in and out to students and teachers using Destiny (MR LIBS)
3. Maintain records of overdues, lost books, and fines
4. Monitor student use of the library
5. Shelve print and non-print material
6. Assist in the preparation of library displays
7. Direct, if necessary, student assistants in assigned duties
8. Assist District Librarian with inventory procedures

Clerical Duties

9. Assist in clerical areas of library maintenance, including but not limited to patrons, processing, records, etc.
10. Assist in maintaining the appearance of the library media center

Updated 6/28/2013
Media/Information Technology Duties

11. Participate in and assist with professional development on technology at campus and district levels
12. Assist teachers with integrating technology into the curriculum
13. Serve as the building webmaster to the district’s home page
14. Assist in the orientation, development, and success of new teachers
15. Utilize insights gained in seminars, workshops, conferences, and professional development programs appropriate to instructional needs
16. Assist teachers and students in the use of the online catalog and databases
17. Assist in the coordination & scheduling of equipment and technology
18. Assist teachers and students in the operation of equipment and technology
19. Communicate clearly with teachers, administrators, and the community in oral and written form
20. Perform other duties as required

Working Conditions:

Physical/Mental Demands/Environmental Factors:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand. Occasionally the employee is required to walk, use hands to fingers, handle, feel, stoop, kneel, crouch, or crawl.

Employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to travel district wide and is occasionally exposed to risk of electrical shock.

Noise level in the work environment is usually moderate.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee
Date
 Reviewed by
Date