

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Library Assistant
Reports To: Building Principal

SUMMARY

Provides support for the library program so that both faculty and students can take full advantage of the resources available in the library.

QUALIFICATIONS/REQUIREMENTS

Library Assistants must meet the qualifications specified by the Department of Elementary and Secondary Education (DESE) in order to obtain a substitute teacher certificate, and have a general understanding of the objectives of public school education. They shall possess adequate clerical skills (i.e., typing, filing) and interpersonal skills necessary for working with both adults and children.

ESSENTIAL JOB DUTIES

Librarian Support

- Maintains circulation desk.
- Makes library cards.
- Establishes and maintains library ID files.
- Compiles and records daily circulation records.
- Changes dates in book charger.
- Checks-out and renews books.
- Cards returned books.
- Retypes charge cards, pockets, and spine labels, as needed.
- Types and distributes overdue notices.
- Maintains lists of overdue materials and fines, and informs office, as requested.
- Determines and collects fines and other fees.
- Processes and keeps in order the periodicals collection, records reception, claims missing issues, and files current magazines in jackets for library use.
- Processes non-current issues for circulation.
- Files periodicals (all formats).
- Retrieves materials, as requested.
- Assists with all inventories.
- Reports missing items.
- Assists in minor repairs.
- Assists in preparation for rebinding.
- Collects mail from the office and discards useless items.
- Shelves books and monitors shelves to restore the correct Dewey order.
- Makes suggestions for materials selection.

ESSENTIAL JOB DUTIES (cont'd)

- Supervises library aides and students on passes.
- Types purchase orders. Handles routine correspondence regarding purchasing, reports, overdue books and fees, periodicals, etc., as needed.
- Assists with processing of materials.
- Assists with filing of catalog cards, and other filing tasks.
- Prepares and duplicates necessary forms and reports, as directed.
- Performs general housekeeping duties between classes and as needed.

Faculty Support

- Assists in procuring materials.
- Checks out library equipment.
- Schedules facilities and equipment.
- Assists with lamination of materials.
- Calls other libraries for material searches; makes interlibrary loans.
- Assists with reference questions.
- Assembles special and reserve collections.

Student Support

- Provides coverage in classrooms when a substitute is not available.
- Supervises study time before and after school.
- Assists with finding materials and reference questions.
- Assists in the use of library equipment and materials.
- Keeps library facilities open and assists in the absence of librarian.
- Proctors student tests.

General Support

- Answers the phone.
- Receives and assists guests.

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate school related duties as assigned by the Building Principal.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current salary schedule and District Policy. Work year to consist minimally of the specific days and number of days which teachers are required to be in attendance (inclusive of workshop days). Workday to be eight hours.

EVALUATION

Performance in this job will be evaluated annually in accordance with District Policy on evaluation of support staff.