

ADMINISTRATIVE ASSISTANT - LIBRARY

QUALIFICATIONS: 1. High school diploma or equivalency.
2. Keyboarding skills - computer knowledge

REPORTS TO: Librarian and Building Principal

JOB GOAL: Processing library materials for an easy accessible research library.

FULL/PART-TIME: Full-time

FLSA: Non-exempt from overtime

BOE APPROVAL: 3/8/2021

ESSENTIAL FUNCTIONS OF THE JOB:

1. Regular attendance and punctuality are essential functions of the job.
2. Creates and/or transcribes correspondence, reports, and such as required. (manual or electronic)
3. Works with the librarian in assisting students and teachers in locating materials and keeping order in the library.
4. Manages the library functions and supervises the students when the librarian is absent, with the assistance of the licensed teacher.
5. Does all keyboarding - correspondence, bibliographies, reports, overdue notices, book cards and pockets, and orders.
6. Processes all library materials as directed - stamping, taping, labeling, book repair, and cataloguing.
7. Helps in preparing material or equipment for use by students and teachers.
8. Answers phone, photocopies, shelves books and other materials, checks out videos and other information.
9. Clips materials from newspapers for files as needed.
10. Helps inventory books and other library materials as required.
11. Custodian of various school records.
12. Selects resources and materials which reflect the priorities of the instructional program and which provide for the recreational needs of students.
13. Withdraws from circulation any outdated, worn, or unsuitable materials as needed.
14. Acts as a resource person to assist teachers in planning and implementing units of study.
15. Works effectively with teachers to coordinate library skills and instruction for individual classes or groups.
16. Supports programs and actions that facilitate a positive and caring climate for learning in an orderly, purposeful environment.
17. Arranges for the maintenance and repair of equipment.
18. Schedules the use of the library effectively and provides professional services throughout the day.
19. Provides leadership in identifying new methods and opportunities that benefit both the library program and the district as well.
20. Demonstrates initiative, enthusiasm, and a positive attitude.
21. Ability to use a variety of office equipment. (i.e., computer, copiers, adding machines, printers, etc.)
22. Ability to learn and use a variety of computer programs as designated by the district.
23. Ability to work with others and/or independently without supervision.
24. Maintains confidentiality of classroom, student, and employee information.
25. Maintains a valid Kansas driver's license.
26. Follows the building dress code while being a good role model for students.
27. Complete other duties as assigned by the Superintendent or Board of Education.

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This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions in Board policy *GCI Classified Employee Evaluation*.

PHYSICAL REQUIREMENTS OF THE JOB: An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: * "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

Signature

Date

An Equal Employment/Educational Opportunity Agency

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.