

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
Human Resource Division

CLASSIFIED LIBRARIAN
Job Description

JOB SUMMARY:

Under the supervision of the principal or designee, to perform a variety of duties, including clerical and student related functions of average difficulty required for the efficient operation of the school library.

REQUIRED QUALIFICATIONS:

Ability to:

- Utilize basic library methods, practices and terminology;
- Use and assist access to basic reference sources, including computerized card catalog and online search devices;
- Correctly use the English language and demonstrate proper written language skills;
- Perform routine clerical and accounting work;
- Operate standard office machines, including computer system currently in use;
- Operate and assist with the use of audio-visual, photocopying and computer equipment;
- Maintain cooperative and positive relationships with personnel contacted in the course of work;
- Represent and support the school and district in conversations with the public.

Education:

- High School Diploma or equivalent.
- Must possess an AA degree, or Librarian Technician Vocational Certificate, or 2 years equivalence of acceptable college coursework, or successful passage of an acceptable rigorous assessment to meet the No Child Left Behind requirements.

Experience:

- Two years clerical and/or library experience preferably in an elementary school library.

ESSENTIAL FUNCTIONS:

- Assists students in the use of library services including accessing collection catalogs and reference sources both in computerized and non-computerized formats;
- Maintains appropriate student behavior and order in the library;
- Maintains computer records of students and staff receipt of library materials including books, audiovisual materials, and computer software;
- Maintains and shelves library materials;
- Assists staff in using library services and locating materials;
- Checks out to staff, inventories and maintains records of equipment used in the classrooms including televisions, videotape recorders, audiotape recorders, overhead projectors, and other instructional materials;
- Checks and maintains records of equipment sent to repair;
- Responsible for the training of library helpers, volunteers, students and parents;
- Responsible for reviewing shelf collections and removing aged, worn and obsolete materials;

- Compiles lists of new material needed from staff, student and parent requests, award winning titles, replacement titles, etcetera; Recommendations require principal written approval prior to purchase;
- Promote reading and books to students;
- Maintains computer reports of monthly circulation and manages data for statistical and operational reports;
- Notify students, parents and staff of overdue material;
- Operates a variety of office machines;
- Performs other related duties as required.

PERSONAL CHARACTERISTICS:

Should possess personal characteristics generally recognized as essential for good public employees, including initiative, emotional maturity, dependability, confidentiality, flexibility, courtesy, good judgement, and ability to prioritize and work cooperatively with others. Must be able to work independently with little direction.

WORKING CONDITIONS:

Environment:

- Library/Classroom type environment subject to constant interruptions by students, staff, and occasionally parents.
- Subject to exposure to various illnesses and bodily fluids (School Nurse will provide guidelines for handling these situations).

Physical Abilities:

- Seeing to inspect inventory or statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time, kneeling and bending, pushing and pulling, reaching to retrieve and maintain book stacks and files;
- Hearing and speaking to exchange information in person and on the telephone;
- Must be able to lift at least 30 pounds;
- Must be able to get around in cramped spaces.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 11

Employment: 11 month employee (190 workdays)

Board Approved: January 8, 2013