

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Library Assistant

FLSA: Non-exempt

GENERAL SUMMARY

Monitors students and performs a variety of clerical and instructional support tasks relating to the operation of the library. Assists in the preparation of instructional materials, works with individual or small groups of students. Performs various clerical duties and assists and supervises the actions and education of children as needed. Reports to the Principal and Media Specialist.

ESSENTIAL FUNCTIONS

Maintains accurate files of library data, vertical file materials, and all correspondence.

Demonstrates the ability to operate the circulation desk.

Assists in maintaining attractive bulletin boards and library displays.

Correctly shelves incoming books in a timely manner. Accurately prepares magazines for shelving and maintains the back issue stacks in proper order. Conducts inventories of library materials and prepares listings of missing books and books to be discarded.

Effectively supervises library activities and monitors students in the library.

Demonstrates the ability to perform classroom or school-wide clerical tasks; prepares, compiles, and makes copies of instructional materials and reports, files classroom or student records, distributes textbooks and other instructional material appropriately.

Demonstrates the ability to locate media materials for students and staff.

Provides secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc.

Answers complaints and inquiries, or refers them to appropriate persons and/or departments; interprets school district policies, rules and regulations in response to queries.

Provides responsible administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports; compiles and maintains various record keeping systems including maintaining records of a confidential nature.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

A High School Diploma and one to two years of experience in education or working with juveniles. Must meet the District’s Basic Skills Test Requirements. A good knowledge of and understanding of child growth and development. Proficient in computer and word processing software; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Thorough knowledge of school District policies and procedures pertinent to the duties of the job. Thorough knowledge of handling discipline and working with students. General knowledge of student schedules and typical workloads. Strong knowledge of attendance policies and attendance tracking software and procedures. Knowledge of clerical activities and procedures. Knowledge of basic clerical functions and modern office procedures and equipment. Knowledge of mentoring and counseling methods.

Skills/Effort:

Ability to coordinate activities and schedules. Strong written and verbal communications skills. Skill in the organization and maintenance of records and files. Ability to keep abreast of current policies and procedures. Ability to make decisions in non-routine situations requiring good judgment. Ability to accurately record and distribute student attendance records. Ability to establish and maintain effective working relationships with students, teachers, parents and other individuals/groups with interest in the District. Possesses the skills necessary to counsel and assist juveniles. Ability to effectively handle disciplinary actions and disruptions.

Working Conditions:

Conducts duties in a Media Center/classroom environment with little significant exposure to environmental conditions. Physical demands are restricted to general office activities that require walking, standing, and the ability to complete light physical tasks with items weighing up to 50 pounds. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment. No travel required.

Responsibility:

No direct budgetary or supervisory responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____