

Granite Falls School District
Position Description
LIBRARY ASSISTANT

GENERAL SUMMARY

This position facilitates the operation of a school library by assisting the district librarian with instructional and non-instructional activities for students, including tutoring students individually and supervising small and large groups and monitoring behavior.

TYPICAL FUNCTIONS

To effectively perform the essential functions of any position with the District, regular attendance is required and expected.

Depending upon the individual assignment, the Library Assistant performs all or a combination of several of the following duties:

1. When certified librarian is on site, assists in all aspects of library class preparation, student supervision, provides assistance to staff and students, library check out.
2. When certified librarian is off site, operates and supervises the library in an independent capacity; assists staff and students in use of equipment and resources; checks out library resources, checks; operates, installs, and troubleshoots a variety of equipment; operates, maintains, and troubleshoots library computers and Chrome books; maintains security of all library resources.
3. Facilitates administration for Follett, Accelerated Reader, STAR 360, and any other library programs as needed for use by students and staff.
4. Tutors students individually or in small groups in a variety of learning activities to promote student understanding of library operations and materials; provides encouragement, reinforcement and achievement of educational objectives and goals defined by certificated librarian; assists students in locating materials as needed.
5. Maintains records, files, and lists, catalogs, documentation, and other data. Notifies students, parents, and staff of late books and/or fines and follows through on a regular basis for returned books and/or replacement payments. Compiles a variety of reports for librarian, staff, parents, and students.
6. Monitors student behavior in library to promote appropriate student behavior; models appropriate behavior. Corrects behaviors and maintains discipline according to established policies and procedures; instructs students in behavioral rules and codes for student safety, socialization and individual growth.
7. Assists students with interpersonal and personal skills mastery; listens to student confidences and refers problems to teachers, counselors, specialists or administrators as appropriate.
8. Establishes and maintains effective communication with students, staff, parents and the public for student achievement and community relations.
9. Processes all library resources for student and teacher use; Previews, evaluates, and selects materials for the library using criteria determined by certified librarian; surpluses damaged and outdated material as needed. Catalogs all library resources; inventory of all library resources annually.
10. Maintains and troubleshoots a wide variety of audio-visual equipment, including televisions, VCR's and taping equipment; assists teachers with equipment problems; tapes materials for teachers as necessary; operates and maintains computers in library; supervises use of copy machine.
11. Responsible for circulation, shelving, laminating and repairing all library resources; morning check-in and renewal of library resources.
12. Responsible for ordering library materials; recommends materials; compiles and calculates order as requested.
13. Locates, develops and/or modifies materials for library, classes, student and staff use, enrichment activities and special projects.
14. Prepares, duplicates, collates and distributes materials; operates a variety of office equipment, including laminator; types materials for librarian.
15. Prepares materials/records for substitute assistant.
16. Maintains and organizes library resources and spaces. Maintains physical appearance of library and library resources, display cases and other assigned areas.
17. Assists with extra-curricular programs based in the library, including, but not limit to Scholastic Book Fair and the Volunteer Tea.
18. Assists in a variety of building management activities, such as supervising halls and play areas, assisting visitors, maintaining a positive school environment for learning, teaching, and related activities.
19. Knowledge of technology appropriate to the level of the assignment. i.e. computer skills, word processing, etc.
20. May supervise student assistant and/or adult volunteers as assigned.

21. Creates and maintains schedule for computer lab.
22. May supervise students in the library during lunch or recess as assigned.
23. Serves as member of instructional team of the District; performs related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS

Reports to building principal; receives direction from the district librarian

MENTAL DEMANDS

Requires above average abilities in reading, writing, and communication; may experience frequent interruptions; requires ability to establish and maintain effective working relationships with students, staff, parents and public; requires warmth, confidence, fairness, and consistency with students while providing instruction and/or information; requires working with a wide range of student behaviors and academic abilities and/or with a wide range of physical or emotional disabilities; may require calming distraught, angry or hostile students; may require adaptability, flexibility, and behavior management techniques when working with different student learning and behavioral styles and abilities; requires cooperation and ability to work as a team member; requires organizational skills; requires demonstrated knowledge and understanding of library procedures; requires knowledge and use of audio-visual and computer-technology in performance of duties and/or demonstration to others; requires use of technology for collection management, student instruction, and record keeping; requires organization of activities; requires knowledge of student safety rules and procedures.

PHYSICAL DEMANDS

Requires standing for prolonged periods; may be exposed to infectious diseases carried by students; exposed to student noise levels; may require lifting and positioning equipment, books and supplies, twisting upper torso and neck and slight bending forward without restrictions; occasional bending at waist to floor; lifting/carrying objects weighing up to ten pounds constantly, 11-24 pounds occasionally; 25-50 pounds rarely - assistance for heavy lifting/carrying/pushing/pulling available; requires good visual and hearing ability; occasional prolonged exposure to visual display terminal; may require restraining out of control students; may occasionally work outdoors in inclement weather.

MINIMUM QUALIFICATIONS

Education and Experience

High school graduation or equivalent and two years of increasingly responsible experience working with school-aged children. Computer skills required. Library training or experience strongly preferred.

Allowable Substitutions

Additional qualifying education may substitute for up to one year of the required experience.

Licenses/Special Requirements

Fingerprinting required, satisfactory background clearance results, current CPR/First Aid certification.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.