

Cottonwood Joint School District No. 242

**Library Assistant
Job Description**

QUALIFICATIONS:

1. Be a responsible and mature person with an active interest in reading and library activities.
2. Demonstrate basic computer skills.
3. Experience is desirable but not required.
4. Training in and/or knowledge of library operations is desirable but not required.

REPORTS TO: Directly to the building principal.

JOB GOALS: To help provide a well organized, smoothly functioning library environment in which teachers and students can take full advantage of available resources.

PERFORMANCE REQUIREMENTS: The Library Aide will:

1. Process books, magazines and other materials coming into the library.
2. Use a standardized process to check in/out library materials to students and teachers.
3. Keep an accurate record of materials on loan and notify students and faculty of overdue books and materials.
4. Process and shelve returned books and materials.
5. Keep the newspaper and periodical section up to date, neatly arranged and attractive.
6. Help with annual or semi-annual inventory of all library books and materials.
7. Make simple repairs on damaged books and materials.
8. Helps to maintain proper student discipline in the library.
9. Readies books for reserve on teachers' requests and maintains the reserve shelf.
10. Enters data into the computerized library programs.
11. Teaches students computer and ROM operations necessary to fully utilize library resources.
12. Oversees the general neatness and attractiveness of the library and its displays.
13. Helps students locate books and other materials in the library.

14. Reads to selected elementary classes during their regularly scheduled library times.
15. Prepares and teaches, with the regular classroom teacher's supervision, general library skills.
16. Performs other reasonable tasks as assigned.
17. At the Elementary level you may be required to help with the testing of students.
18. At the Elementary level you may be asked to be the ISEE coordinator for the district. The ISEE coordinator works with the secretaries and district clerk to report the ISEE information to the State. The ISEE coordinator sends the reports to the State

TERMS OF EMPLOYMENT: The Library Assistant will be hired as an "at will" employee for the nine month school year only.

EVALUATION: The Library Assistant will be evaluated annually by the building principal in accordance with the provisions set forth in the District policy for classified personnel.