

JOB DESCRIPTION
LIBRARY ASSISTANT
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: Principal(s)

QUALIFICATIONS:

1. High school graduation or equivalent with training in library procedures and two years of clerical experience. Library and/or classroom experience preferred OR
2. Advanced technical training in library procedures may substitute on a month-for-month basis for the required experience.
3. Requires visual concentration on detail, dexterity, and precision. Experiences frequent interruptions.

GOALS: This position assists District Library Media Specialist with daily library operations. Responsibilities include processing new materials, checking books in and out, maintaining library records, and assisting students and staff in research, reference, and assignments.

DUTIES AND RESPONSIBILITIES:

1. Monitors student behavior in the library. Answers questions and provides information concerning library resources; assists students in locating and accessing materials and topics for research, reference, and assignments.
2. Processes new books and materials stamp ownership markings. Repairs books; prepares books and materials for weeding.
3. Orders books and other materials housed in LMC as approved by district LMS. Receives and verifies orders; maintains records. Keeps staff and students informed of new resources.
4. Maintains technology materials. Troubleshoots problems with technology equipment. Checks out technology equipment.
5. Checks books and other library materials in and out; shelves materials. Assists in taking periodic inventory of books and materials; maintains inventory records.
6. Maintains the physical appearance of the library.. Sets up displays; creates bulletin boards.
7. Performs related duties as assigned.
8. Record attendance in Skyward within the first ten minutes of each block.
9. Register all on-line learners with Rural Virtual Academy (RVA) just prior to the beginning of each grading term.
10. Communicate with off-campus instructors of distance learning courses in regards to grading and school calendar/schedule issues.
11. Monitor progress of all distance learning and virtual learning students. Report any issues to in-house instructor, school counselor and building administrator.
12. Update school's scholarship database on a timely basis, as needed.
13. Post available scholarships to school's website as they become available.
14. Research scholarships that have been previously posted for current application dates and availability.
15. Data entry assignments, as directed by building administrator.
16. Assist school counselor with preparation of Senior Awards planning and preparation, including designing and printing scholarship certificates.
17. Other duties as assigned, but may include lunch supervision, office coverage, PPT or Advising coverage.
18. Communicate with building administrator on a consistent basis in regards to professional development days, inservice days and PLC time/assignments to determine whether or not attendance is required.

KNOWLEDGE, SKILLS AND EXPERIENCE:

1. Ability to monitor student behavior.
2. Ability to deal with elementary or secondary school students in a caring and confident manner.
3. Ability to maintain accurate records.
4. Ability to organize and set priorities.
5. Ability to learn the operation of technology equipment.
6. Ability to establish and maintain effective working relationships with students and staff.
7. Knowledge of basic library procedures; ability to learn specific processes.
8. Effective oral communication skills.
9. Knowledge of basic computer operations and ability to learn the operation of specific software programs.

EVALUATION: The administration shall complete an evaluation in accordance with Board policy.

Approved by the Board of Education May 8, 2023.