

Bottineau Public School District

Library Assistant I and II Job Description

Qualifications:

1. High School diploma from a certified high school.
2. Desire to continue career improvement.
3. Experience with:
 - a. computer technology,
 - b. Windows operating systems,
 - c. word processing skills,
 - d. strong interpersonal skills with a service orientation.

Reports to:

Library Media Specialist

Supervisory Responsibilities:

Students, parent volunteers and student helpers.

Performance Responsibilities:

1. Manages the library in the librarians' absence.
2. Checks library materials as they are returned for any necessary repairs. Takes care of repairs before materials are re-shelved.
3. Checks at the end of the hour that all materials requested are either checked out or returned.
4. Puts away magazines, puts materials back on shelf and straightens the library after classes.
5. Shelves returned materials as needed.
6. Keeps the librarian informed of teacher requests, scheduling, etc., that occur.
7. Helps manage the library collection.
8. Has working knowledge of all technology systems in the library
9. Processes new books and gets them shelf ready.
10. Helps with scheduling and routing of AV equipment. Learns to perform basic maintenance as needed.
11. Processes incoming correspondence as required.
12. Has good working knowledge of photocopy equipment and AV equipment.
13. Files all loose-leaf publications.
14. Has working knowledge of the Dewey Decimal Classification System.
15. Checks printers in the computer labs to make sure they have adequate paper and print toner.

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16. Supervises computer labs as required and scheduled, before and after regular school hours.
17. Approaches the position with a positive and helpful attitude.
18. Shares responsibility for discipline with the librarian.
19. Maintains an appearance appropriate for professional assignment.
20. Assists the librarian in any duties and tasks that relate to the job, as they occur.
21. Assists students with automated research tools: CD-ROMs, Internet, etc.
22. Helps supervise and assist with the teaching of the library routine to students.
23. Fills periodical requests when students are doing research.
24. Helps supervise student library aides, answer their questions, and check their work.
25. Helps individual students as needed in finding information in the library.
26. Other duties as assigned.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Library Media Specialist.