

# **412.01R12 Job Description, Library Assistant**

Friday, August 11, 2023

## **Job Description, Library Assistant**

The library assistant shall be assigned, supervised, and evaluated by the media specialist/librarian and the duties shall include, but not be limited to, the following:

- I. Performing routine descriptive cataloging, such as fiction and children's literature.
- II. Updating library computerized systems, and overseeing use of library computers.
- III. Assisting media specialist in elementary library classes and other classes as needed.
- IV. Assisting students and staff with library inquiries and needs.
- V. Assisting in ordering books, magazines and newspapers as directed.
- VI. Typing, drawing, writing, and duplicating materials, preparing bulletin boards as requested by the media specialist/librarian.
- VII. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- VIII. Assisting with inventory and ordering of supplies.
- IX. Performing supervisory duties, such as halls and classrooms.
- X. Performing other tasks and duties as assigned.
- XI. Minimum physical activities: Having the ability to perform the physical activities and work in the environmental conditions as follows:
  - A. Requires prolonged sitting or standing, and the use of equipment including computer eye fatigue.

B. Must occasionally work in noisy and crowded environments with numerous interruptions.

C. Requires stooping, bending, kneeling, turning, balancing, and reaching.

XII. Minimum educational preparation requirements:

A. High school diploma or its equivalent.

B. Associate's degree, or two years of college, or complete NCLB Highly Qualified Paraeducator assessment.

C. Must possess effective oral and written communication skills.

D. Must be skilled in human relations, leadership, and conflict management.