

DELRAN TOWNSHIP SCHOOL DISTRICT

Library Assistant

REPORTS TO: Library Media Specialist

JOB GOAL: To provide assistance to teachers and students using the library, either individually or in groups, so as to enable them to take full advantage of available resources.

PERFORMANCE RESPONSIBILITIES:

Assistance to students and teachers

1. Assists students and staff in locating appropriate sources (both print and electronic) for projects.
2. Assists students and staff in locating reference information.
3. Conducts story-time programs and library skills instruction on a limited basis (elementary).
4. Supervises students during librarian's lunch and prep periods. (high school)
5. Supervises students during afterschool session / closes library (high school)

Clerical duties

1. Prepares and processes purchase orders as directed by librarian. Contacts vendors as needed.
2. Processes print and non-print materials.
3. Assists with supply inventory / annual inventory.
4. Assists in maintaining the automated catalog system / student records.
5. Sends notices to students concerning overdue materials.
6. Performs minor repairs of books and other materials.
7. Processes and maintains records of periodical holdings.
8. Generates reports, emails, correspondence as requested by the librarian.

Miscellaneous

1. Assists in daily operation of the library: circulation, shelving books, and technology.
2. Oversees the general neatness and attractiveness of the library.
3. Supports the librarian in whatever manner necessary to make the program most effective.
4. Performs all other duties as assigned by the immediate Manager(s) and/or Superintendent.
5. Cover for other para-professionals as needed.

QUALIFICATIONS:

High School diploma required. Strong oral and written communication skills.

TERMS OF EMPLOYMENT:

10-month work year, salary to be determined by salary scale of DEA.

EVALUATION:

Performance on this job will be evaluated annually in accordance with Board's policy on evaluation of non-certified personnel.

APPROVED BY THE BOARD OF EDUCATION: March 11, 2013