AUSTIN ISD
JOB DESCRIPTION

JOB TITLE:	**ASSISTANT LIBRARY**			FLSA STATUS:	**NON-EXEMPT**
PAY GRADE:	**IS 8**	DUTY DAYS:	**209**	DATE REVISED:	**03/10/2025 HC**
FUNDING SOURCE:	**THIS POSITION IS LOCALLY FUNDED.**				

MINIMUM QUALIFICATIONS:

This position requires a bachelor's degree from an accredited college or university and three (3) months to one (1) year of job-related experience.

SKILL REQUIREMENTS:

This position requires incumbent to organize materials and equipment, analyze resource needs, communicate effectively, and have basic knowledge of a broad range of topics (e.g., the arts, sciences, literature, and history). Incumbent must also have a broad knowledge of and ability to apply commonly accepted and used library practices and procedures as well as broad knowledge of current media production techniques and changes in technology. Knowledge of State, Local, and Federal laws and regulations affecting performance of duties (e.g., American Library Association standards, copyright laws, school handbook, and local book selection policies) is also required. Services provided involve commonly accepted and used principles, methodologies, theories, and principles.

JOB PURPOSE AND RESPONSIBILITY:

At the direction of the school Librarian, this position will enhance the total learning process of students by providing multi-media resources for a school library through planning and implementing programs which effectively correlate the needs of individual students and teachers with selection, acquisition, and utilization of materials and equipment. Incumbent makes a substantial contribution in helping patrons maximize use of the facilities and equipment. Errors may result in unmet needs and an inability to locate materials or equipment.

ESSENTIAL FUNCTIONS:

- Assist students to identify, locate, and use needed resources (e.g., understand the scope and purpose of student needs, direct student to appropriate reference materials and guides, assist students in finding print and online materials, make suggestions for cross-reference to review, suggest methods of incorporating media equipment to enhance process of research or presentation of findings, and provide assistance with use of material or operation of equipment.)
- Plan with teachers regarding project needs and media center use (e.g., scheduling of center for special activities, types and numbers of resources needed, and items to be placed on reserve.)
- Perform established library procedures for effective and efficient selection, acquisition, cataloging, processing, accessing, and maintaining materials, facility, and equipment under the direction of the librarian (e.g., weeding, mending, and reshelving.)
- Perform simple equipment repairs.
- Arrange for interlibrary loans and maintain appropriate ILL records and reports.
- Assist in preparing bibliographies and uploading links for websites.
- Assist students and faculty in setting up and using media in all formats.

- Assist patrons with information retrieval, instructing in the operation of electronic catalog, online databases, and CD-ROM technology.
- Assist with selection of materials and equipment for acquisition (e.g., read reviews, papers, and other acquisition sources; meet with sales representatives; and attend media displays.)
- Train student assistants and/or volunteers on practices and procedures to be used in the library (e.g., how to shelve materials, how to check materials in and out.)
- Perform general administrative functions, such as overseeing subordinate media center staff, completing reports, and taking inventory.
- Provide formal and informal guidance to students in such areas as the use of the library or media center, reference and research skills, literature appreciation, production of media.
- Provide an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Services are performed in a school library. This position involves bending and stretching to shelve books and may involve heavy lifting of technical equipment. This position may involve rare exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position works through the teacher-librarian and reports to the school principal. Incumbent has significant contact with students and teachers to help them identify, locate, and use materials and equipment to enhance their work. Involves contact with supervisor and coworkers to share information. May involve contact with parents, the community, other libraries, and sales representatives to locate or acquire needed resources.

The Austin Independent School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

I have read & acknowledge the job description above.

Employee Signature:		**Date:**	