



JOB DESCRIPTION Library Clerical

GENERAL INFORMATION

Title:	Library Clerical	Union Status:	ESPA
Work Year:	Based on Official School Calendar	Reports To:	Building Principal
ISBE Classification/Code:	304	Evaluation:	Annually by the Building Principal
FLSA Status:	Non-Exempt	Supervisory Responsibilities:	None
Salary:	Schedule A Pay Scale	Benefits:	Board Paid Single Coverage

GENERAL RESPONSIBILITIES: The Library Clerical assists in managing the day-to-day operations of the Library and the management of curricular materials. The Library Clerical works closely with the Library Innovation Teacher (LIT) in the implementation of the District's library programming in order to promote literacy and innovative instruction in order to further the District's mission, values, and future-focused learning priorities.

ESSENTIAL FUNCTIONS:

- Assist students and staff in locating resources
- Assist students and staff with basic technology
- Assist in selecting resources to support classroom instruction
- Assist in the collection, processing, maintenance, and inventory of library materials and school resources
- Performs circulation duties (e.g. item check-in and check-out, shelving, etc.)
- Prepares reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, etc.)
- Process library and school materials (e.g. file management, barcoding, shelving, etc.)
- Assist in ordering supplies and equipment
- Assist in processing student ID's, passwords, notices of missing, damaged, or overdue library books and/or textbooks, media and materials
- Assist in evaluating books and media for retention within a collection (e.g. repairing damaged books, weeding, etc.)
- Assist in test scheduling and proctoring
- Assist with organizing and training parent volunteers
- Participate in workshops, in-service training, meetings, etc. for the purpose of conveying and/or gathering information required to perform functions
- Respond to needs of students, staff and administration
- Substitute in classrooms in the absence of available staff
- Have the ability to work from home, in the event work from home is provided by the district, including the ability to access WIFI
- Check and respond to District email at a minimum of once daily
- Perform other duties as assigned

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Excellent communication and interpersonal skills
- Computer proficiency
- Ability to work in a fast-paced environment under conditions including noise and interruptions
- Ability to work cooperatively and communicate effectively and positively with all stakeholders and with a diverse population
- Highly organized, flexible, able to work on multiple projects at one time



JOB DESCRIPTION Library Clerical

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- Must possess a minimum of a Paraprofessional License or Substitute Teaching License through the Illinois Board of Education (ISBE)
- Paraprofessional approval from the Illinois State Board of Education
- Prior school experience a plus

Physical Demands and Work Environment:

While performing the duties of the job, the employee is occasionally required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee frequently types using a keyboard.

In the work environment, the employee is frequently exposed to video display and occasionally works in office environmental conditions. Occasional opportunities may be available for work in the evening or on weekends. The employee is occasionally exposed to outdoor weather conditions and occasionally works with the use of a personal/district vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised:

July, 2022

Salary and Benefits Information updated 5/25

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.