

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4  
Champaign, Illinois

TITLE: Elementary Library Secretary

QUALIFICATIONS:

1. High school diploma or equivalent, or compensating experience
2. A score of at least 35 Adjusted WPM on the Typing Test (TT)
3. A raw score of at least 35 (out of 40) on the Criteria Basic Skills Test (CBST)
4. A score of at least *Highly Proficient* on the Computer Literacy & Internet Knowledge Test (CLIK)
5. Excellent customer service and interpersonal skills

REPORTS TO: Principal or his/her designee

SUPERVISES: Volunteers

JOB GOALS: To aid in providing media services to the students and staff.

PERFORMANCE RESPONSIBILITIES:

1. Processes new library materials.
2. Retrieves overdue materials.
3. Shelves materials.
4. Manages the circulation desk.
5. Processes mail.
6. Orders materials and supplies for the library, and maintains records of purchase orders, budgets, etc.
7. Circulates and maintains audio-visual equipment and materials.
8. Does inventory and prepares year-end reports.
9. Operates and maintains computerized circulation system.
10. Opens and closes library and supervises students in the library.
11. Operates and maintains all other computers in the library.
12. Supervises the instruction/operation of Internet computers according to the "Acceptable Use Policy".
13. Performs other related duties as assigned.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Principal or his/her designee with input from the Media Specialist in accordance with the contractual agreement.

Effective 11-13-98

Title Change: 7-1-00

Qualifications Revised: 9-20-16