



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

School Library Assistant

POSITION SPECIFICATIONS

REPORTS TO

School Principal.

PRIMARY FUNCTION

Performs general clerical work of some complexity to ensure the successful operation and use of library services and service to students and staff.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Connecticut motor vehicle operator's license or ability to provide own transportation.

EDUCATION

High school diploma or equivalent.

EXPERIENCE

- A minimum of 1 year clerical experience.
- Prior experience working in an office setting, preferably in a school or public library.
- Experience using Follett's Destiny Library and Resource Manager online inventory system preferred.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of basic office procedures, including digital filing, scheduling, posting and basic bookkeeping.
- Ability to follow written and oral instructions.
- Ability to type accurately.
- Ability to pay attention to detail.
- Strong organizational skills.
- Ability to maintain accurate digital files and records.
- Ability to perform accurate mathematical computations.
- Ability to establish and maintain effective working relationships with staff members and students.
- Ability to operate appropriate office equipment.
- Fluency in an appropriate second language preferred.
- Basic knowledge of school programs, procedures, and library equipment and operations.
- Ability to lift 20 pounds.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Receives oral or written instructions from supervisor.
- Greets and provides information to visitors of the library.
- Staffs the circulation desk and assists students with book selection, charge and discharge of books.

- Inspects books and library holdings for damages; labels and mends books.
- Carryout overdue book procedures; generates overdue notices; collects and records fines.
- Shelves returned books and other library holdings according to numbering sequences; replaces incorrectly shelved books; assures accurate library shelving by shelf-reading.
- Keeps library materials, media and technology well organized and readily accessible to students and staff.
- Maintains library inventory and conducts periodic audits of library materials.
- Performs routine library computer functions.
- Plans and performs work according to established district, school and library procedures.
- Classifies and files library materials, correspondence, reports and other documents.
- Assist in school resource inventory.
- Provide support to staff as needed for check in/out of school resources through Resource Manager.
- Operates computer system for circulating media center materials.
- Maintains confidentiality of information as needed.
- Orders library materials and supplies, under the guidance of the District Coordinators of Curriculum PK-12.
- Answer and route phone calls.
- Reports work accomplished to supervisor.
- Attends trainings as directed by supervisor.

ADDITIONAL DUTIES

Performs other related tasks as assigned by supervisor.

EQUIPMENT

Must be able to use a computer, printer and other standard library and office equipment.

TRAVEL REQUIREMENTS

Travel between school district buildings may be required.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

\$21.00 per hour, no benefits for part-time employees, full-time employees are eligible for benefits

WORK SCHEDULE

- 10 Month position.
- This position may be full-time or part-time
- Full-time positions are 37.5 hours per week.
- Part-time positions are 15 hours per week.

UNION AFFILIATION

Not applicable.

FUNDING SOURCE

Local funding.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED: 3/2018 HC
BOARD APPROVED: 4/16/18
REVISED: 6/19/18