



# **ZION-BENTON**

**TOWNSHIP HIGH SCHOOL DISTRICT 126**

## **COMMITTED TO EDUCATIONAL EXCELLENCE**

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### **ZION-BENTON TOWNSHIP HIGH SCHOOL DISTRICT 126 JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>Library Clerk</b>	<b>LOCATION:</b>	<b>Library</b>
<b>REPORTS TO:</b>	<b>Executive Director of Technology and Innovation</b>	<b>STATUS:</b>	Classified, Union Affiliated
<b>CLASSIFICATION:</b>	<b>B</b>	<b>TERM:</b>	<b>10-Month</b>

#### **About D126:**

Zion-Benton Township High School District 126 serves 2,600 high school students via two 9-12 grade campuses. Our student population is warmly referred to as a “slice of America” with 51.9% Hispanic, 27.2% Black, 13.8% White, Multi-Racial 4.2%, and 2.9% Asian/Pacific Islander & Native American.

Zion-Benton Township High School is a comprehensive school located in the city of Zion. Zion-Benton East is a school located in the heart of Zion, providing a small school project-based learning environment, rich in relationships and technology.

At D126, we have one mission: to promote self-worth, social responsibility, and lifelong learning in partnership with our community.

#### **General Summary:**

The Library Clerk is a member of the Media Services Team and is responsible for providing support and assistance to the Certified School Librarian and the associated day-to-day operations of the library.

#### **Essential Duties and Responsibilities:**

1. Utilizes technological and organizational skills in performing various departmental tasks.
2. Utilizes technology to maintain student files and find records.
3. Utilizes technology to assist with cataloging, processing, maintaining, repairing, and inventorying of various library materials.
4. Enforce library rules and policies effectively to monitor student behavior in the library, ensuring a safe and conducive learning environment for all..
5. Engage with students positively and respectfully, offering assistance and guidance in their library use.
6. Foster a welcoming atmosphere that encourages students and staff to explore and utilize library resources.
7. Assist students in locating and utilizing library resources tailored to their needs.
8. Assists students and classes with reference questions, research, computers, and materials use.
9. Opens and/or closes the circulation desk as needed and assists with the circulation of materials.
10. Assists with departmental budget as requested by the Certified School Librarian.
11. Assists with preparing teaching and learning materials and spaces by laminating, cutting, printing, decorating, and cleaning up.
12. Performs other related duties as assigned by the Certified School Librarian, Executive Director of Technology and Innovation, or Principal.

**Knowledge, Skills, and Abilities:**

- Able to utilize computer technology to perform various department tasks, including card cataloging, online database searches, word processing, spreadsheets, the internet, and email communication.
- Able to operate various office equipment, such as a personal computer, calculator, copy machine/scanner/fax, laminator, document shredder, desktop printer, etc.
- Possesses typing and general office skills.
- Able to communicate with faculty, staff, students, parents, and the public courteously and professionally.
- Able to maintain confidentiality and use good judgment.
- Able to be organized and punctual.
- Able to multitask and work with minimal supervision.
- Positively represents ZBTHS in communications with staff, parents, and the community.
- Maintains proper professional attire.

**Education and Experience:**

A minimum of a high school diploma and two years of office experience are required. Additional education is desirable. Prior experience with high school students is a plus.

**Physical Requirements:**

	0-24%	25-49%	50-74%	75-100%
<b>Seeing:</b> Must be able to read reports and use the computer.				X
<b>Hearing:</b> Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
<b>Standing/Walking/Mobility:</b> Must be able to stand to access files and operate office machines, mobility within the office area and building.				X
<b>Climbing/Stooping/Kneeling::</b>			X	
<b>Lifting/Pulling/Pushing:</b>			X	
<b>Dexterity/Repetitive Motion:</b> Must be able to perform small hand motions such as writing, typing, using phone systems, etc.				X

**Physical Dimensions:**

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Hourly Rate:** \$19.60

**Benefits:**

- Health, Dental and Vision Insurance for employee and optional family plans.
- Illinois Municipal Retirement Fund (IMRF)
- Sick and Personal Leave and Vacation
- Bereavement
- Tuition Reimbursement

**Note:**

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee's supervisor necessitate change, evaluation and modification of job descriptions may be required.