



## DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

**TITLE:** Library Support - Elementary

**DATE:** January 2015

**DEPARTMENT/GROUP:** Teamsters – Student Day

**LOCATION:** Elementary School

**REPORTS TO:** Principal

**FLSA:** Non-exempt

**JOB SUMMARY:** Under the supervision of the librarian, processes and prepares library informational materials for availability to patrons and serves and assists students, faculty, and staff in the use of the educational and recreational resources of the library media program.

**ESSENTIAL FUNCTIONS:** *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Prepares library materials, maintains inventory and distribution of AV equipment, maintains records of lost, damaged, and paid books, and repairs damaged books, magazines, and equipment.
2. Performs circulation tasks such as inter-library loans, distributes lists of student and staff obligations, checks in books, reserves, and overdue notices using current software systems.
3. Processes new library materials (stamped, bar coded, inventoried, covered, spine labels attached, etc.).
4. Checks in and maintains periodicals and newspapers, displaying current issues and shelving back issues. Inquires and resolves problems regarding missing issues.
5. Shelves books, straightens, and reads shelves periodically, shifts material on shelves as necessary.
6. Types library documents, correspondence, and other word processing duties as assigned.
7. Answers telephone requests.
8. Assists patrons in use of library media resources: reference materials, internet, and computerized card catalog.
9. Assists in maintaining the automated catalog system, including cataloged internet websites.
10. Adds, deletes, and corrects patron data in the automated circulation system. Coordinates the integration of patron photo ID into the system.
11. Assists with teacher instructional needs; searches, collects, and provides relevant materials for designated requested topics.
12. Assists librarian in set-up for classes and/or special programs.
13. Maintains library office filing system.
14. Generates circulation statistics as needed.
15. Assists in inventory and collection of data for annual report using current software systems and portable scanner.
16. Checks in supplies; tracks orders.
17. Maintains patrol records.
18. Maintains Titlewave list of materials for future purchase.
19. Assists in managing parent and student volunteers.
20. Sets up, manages, and closes-out Book Fair, including securing and training volunteers, maintaining financial records, handling reorders, and distributing books.
21. Assists with large library promotions (Birthday Book Club, book sales, Dr. Seuss celebrations, plays).
22. Updates Acceptable Use Policy lists and file policies.

*This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.*

**ADDITIONAL FUNCTIONS:** *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

**QUALIFICATIONS:** *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills and/or ability necessary.*

1. High school diploma plus one year experience in similar position.
2. Computer literacy and knowledge of word processing and spreadsheets.
3. Good communication and interpersonal skills.
4. Good clerical and computer skills.
5. Ability to work independently and have good organizational skills.
6. Ability to operate standard office machines.

7. Proficiency in the use of technology for individual and system management, communication, and research.
8. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
9. Candidate must adhere to all local, state, federal, and school code requirements for employment.

**PHYSICAL REQUIREMENTS:** *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
- C. The position requires the employee to frequently operate a computer and other office equipment such as a copy machine, fax, and printer.
- D. Ability to lift and/or exert up to 20 lbs. of force occasionally to move objects.
- E. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- F. The noise level in the work environment is usually quiet to moderate.

**NOTICES:**

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

A copy of this form may be obtained in the Human Resources Department.  
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.